

GUIDE FOR OVERSEAS APPLICANTS 2019

**Christian Heritage College
Guide for Overseas Applicants 2019**

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All CHC [policies](#), [documents](#) and [forms](#) referred to in this Handbook are available on relevant pages of the [CHC website](#).

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Section 1: Introduction

About CHC

CHC was established in 1986 by the Christian Outreach Centre, now known as [International Network of Churches \(INC\)](#), as a result of its vision for higher education in Australia. From small beginnings, CHC has gained recognition as a provider of standing in the Australian higher education sector.

CHC offers a range of undergraduate and postgraduate courses in Business, Education, Liberal Arts, Ministries and Social Sciences which contain a unique combination of personal growth and professional academic studies within a Christian worldview. Graduates of CHC courses can be found in many countries throughout the world. CHC is a place where lives are transformed and people are equipped to make a difference to the world around them.

Applicants should be aware that CHC does not engage any agents to market to or recruit prospective students on its behalf. All enquiries and correspondence are to be made directly to CHC. This does not preclude applicants from engaging agents on their own behalf.

Why choose CHC?

Christian Heritage College (CHC) welcomes overseas students who are aged 18 or over at the commencement of their studies.

Higher education lays a foundation for the future, and thus choosing a course of study, and an institution at which to study, is one of the more important decisions you will make. It is a decision that can, and should, shape the future direction of your life and work in a powerful way.

For Christians, the choice is all the more important because it involves not only career prospects, but also God's calling and our preparation for a life of serving Him. CHC can help you with that choice by providing fully accredited courses that are designed to equip you academically, professionally, spiritually and personally.

CHC's mission statement – *Transforming people to transform their world* – reflects the desire to develop qualified professionals who seek a solid Christian foundation for their life and work. CHC aims to be a Christian higher education institution that prepares people to make a difference in the world around them and in their professional career.

To love God with your whole heart, soul and mind, and to love your neighbour as yourself, are the principles which guide CHC's mission and give shape to the pursuit of higher education within a Christian vision of life.

CHC values the pursuit of truth and believes that truth exists and can be known. We seek to know more about God and His world through the Bible, the foundation of Christian belief, through learning informed by Christian faith, and through research and scholarship.

At CHC, we recognise and value your potential to transform your world.

Accreditation

All CHC courses are accredited by the Australian government's [Tertiary Education Quality and Standards Agency \(TEQSA\)](#). All courses that are approved for offering to students who are studying under the provisions of an Australian student visa are included on the [Commonwealth Register of Institutions and Courses for Overseas Students \(CRICOS\)](#).

Many CHC courses also carry the recognition of various peak professional and registration bodies, meaning that graduates of these courses are able to practice in the relevant fields. The initial teacher education courses are accredited by the Australian Institute of Teaching and School Leadership (AITSL) and the Queensland College of Teachers (QCT), while the counselling courses are accredited by the Psychotherapy and Counselling Federation of Australia (PACFA). The Accounting major within the Bachelor of Business is accredited by Chartered Accountants Australia and New Zealand (CA), CPA Australia and Institute of Public Accountants.

Degrees with a Christian worldview

CHC combines a commitment to academic excellence with a commitment to Christian truth. Developing Christian perspectives in academic studies is a major emphasis in all CHC courses, and all units are set within the framework of a Christian worldview. The valuable qualifications offered by CHC are equipping and empowering graduates to make a significant difference in their professional pursuits.

Excellent teaching

CHC academic staff represent a unique blend of professional individuals with a Christian commitment, professional industry experience and academic qualifications. Many hold doctoral qualifications and all have a special interest in developing Christian perspectives in their teaching areas. CHC staff are caring and approachable people with a deep concern for the personal and academic growth of their students.

The excellent quality of teaching at CHC is recognised by students, who rate this aspect of their experience at over 90%¹.

Student life and learning

At CHC, higher education is about more than academic and professional development – it is also about personal growth. We recognise that who you are is more important for success in life and work than simply what you know. CHC therefore seeks to develop the whole person, integrating personal growth and professional development.

Students and visitors to the campus say that they feel the difference the minute they set foot on the CHC campus. The atmosphere of inclusion and acceptance, and the supportive environment based on shared aspirations, makes life at CHC a rewarding experience. Many students develop lifelong friendships and continue their connection with the CHC community long after they graduate.

Whether it's a first degree, or part of a life-long process, students value the experience of learning at CHC. The personalised attention and encouragement our students receive motivates and assists them to reach their potential. The staff wholeheartedly embrace the CHC vision and provide quality one-on-one advice and support to students in their personal, spiritual and academic development.

¹ <https://www.qilt.edu.au/institutions/list/institution/Christian-Heritage-College>

Section 2: Campus and city information

Brisbane, Queensland

Brisbane is the capital city of the state of Queensland. It is a vibrant city, situated on the Brisbane River. It hosts many restaurants, theatres and shopping outlets, world-class entertainment and attractions, all under the beautiful warmth and sunshine of Queensland's subtropical climate. Brisbane is located on the south-east coast of the state of Queensland and is within a short drive of the beautiful and famous Gold Coast and Sunshine Coast.

CHC campus

Christian Heritage College is located on the campus of [Citipointe Church](#) at 322 Wecker Road, Carindale, which is approximately ten kilometres south-east of the Brisbane central business district. CHC shares over 70 acres of landscaped grounds and natural bushland with church, school, childcare and other facilities.

Carindale is a suburban, mainly residential area that is readily accessible from other parts of the city. CHC is located close to major arterial roads and motorways, and near to Brisbane City Council bus services.

CHC has approximately 800 students, with a high staff-to-student ratio.

CHC facilities include learning spaces for whole-class lectures and smaller tutorial groups which are equipped with computers and data projectors for use by staff and students, as well as business and administration offices, student recreation spaces, and the CHC Learning Hub, which houses the CHC Library.

The CHC Library is a higher education/special resource centre and currently holds over 56,600 resources, with electronic, multimedia and audio-visual materials forming an important part of its collection. This includes a substantial collection of resources that students are able to use while on professional placements. In addition, the Library holds subscriptions to:

- nine (9) collections within the **Informit** range of online databases offered by RMIT Publishing, giving access to over 1.31 million records;
- eighteen (18) collections within the **GaleCengage** range of online databases, giving access to nearly 31,600 academic and professional journals, with over 221 million articles available;
- fifteen (15) collections within the **JSTOR** range of online databases, providing access to almost 3,300 journals, giving access to almost 10 million articles;
- the **SAGE Research Methods** online database giving access to over 220,000 pages of SAGE's book, journal and reference content;
- the **Oxford Reference Premium Package** with full-text access to over 470 Oxford reference titles; and
- EBSCOHost's **Religion and Philosophy Collection** giving access to over 260 journals and magazines, most of which are available in full-text.

The Alma Library System used by CHC, is a market leader in the automation of libraries and research centres. This state-of-the-art system provides effective knowledge management tools that deliver the most up-to-date, relevant information to end users in a quick, efficient and user-friendly manner through the PRIMO web2.0 discovery tool.

CHC Library is a member of ANZTLA (Australian and New Zealand Theological Library Association), enabling gratis interlibrary loans with a number of higher education theological and ministry institutions. It is against data collected by ANZTLA, that CHC Library is able to undertake benchmarking activities.

The Library's holdings continue to be updated and expanded with up to 150 new acquisitions each month. Over the past three years, the Library has been purchasing eBooks, focussing on required texts and recommended readings, and will continue to expand its resources in this area. The Library endeavours to maintain and develop current core and special interest collections while establishing collections in areas required by newly offered and planned units and courses.

Commercial facilities

The CHC campus is within a 15-minute drive of two major shopping centres, banks, post offices, etc. Lists of the major commercial facilities which are located in the suburbs surrounding CHC are provided to overseas students as part of their orientation materials. There is also a café, ATM and gift shop on site.

Section 3: Studying under a temporary visa

General information

The primary avenue by which overseas students come to Australia to engage in studies is under the provisions of a student visa, which is a type of temporary visa. All arrangements regarding studies done under student visa provisions are governed by the *Education Services for Overseas Students Act 2000* (ESOS Act) of the Commonwealth of Australia. This pertains both to institutions and to individuals.

There are a number of other types of temporary visa that grant the holder the right to study. These include certain business visas and spousal visas and can extend to the dependants of visa holders. Overseas students who undertake studies in Australia under the provisions of these visas are generally in Australia for employment or other reasons, but may wish to apply to undertake a course of study during their stay.

Information regarding the study rights that are associated with particular visa types can be found on the website of the [Department of Home Affairs](#) (DHA).

Different visas have different conditions that the visa holder must meet in order to remain compliant and thus maintain their visa. With regard to higher education, these conditions include the course of study, the amount and mode of study, minimum attendance and satisfactory progress. The failure to meet visa conditions can lead to the cancellation of the visa by DHA and the requirement that the visa holder return to their home country.

The ESOS Act

The Australian government regulates the education and training sector's involvement with overseas students studying in Australia on student visas. It does this through the *Education Services for Overseas Students Act 2000* (ESOS Act) (C'th) and associated legislation which protects the interests of these students. The legislation mandates a nationally consistent approach to registering education providers so that the quality of the tuition, and associated pastoral services offered to students, remains high. The professionalism and integrity of the industry is further maintained by the ESOS legislation's interface with immigration law. This imposes visa related reporting requirements on both students and providers.

A description of the [ESOS legislative framework](#) is available on the Department of Education and Training's *International Education* website.

Students who engage in studies under the provisions of other types of temporary visas are not subject to the requirements of the ESOS Act.

Other legislation and government departments

The higher education sector in Australia is regulated by the [Tertiary Education Quality and Standards Agency](#) (TEQSA). TEQSA was established under the *Tertiary Education Quality and Standards Agency Act 2011* (TEQSA Act) of the Commonwealth of Australia and is an independent statutory body which sits within the portfolio of the Department of Education and Training of the Australian government.

CHC is registered by TEQSA as a Higher Education Provider and all CHC courses are accredited by TEQSA. Information regarding CHC's registration and course accreditation appears on the [National Register of Higher Education Providers](#).

CHC is registered to offer higher education courses to overseas students who are in Australia on a student visa under the *Education Services for Overseas Students Act 2000* (ESOS Act) (C'th) and complies with the *National Code of Practice for Providers of Education and Training to Overseas Students 2018* (the National Code).

CHC is approved to offer higher education courses to overseas students who are in Australia on student visas and is listed on the [Commonwealth Register of Institutions and Courses for Overseas Students](#) (CRICOS), which is administered by the Department of Education and Training of the Australian government. Information regarding CHC and the courses offered to overseas students who are studying under the provisions of a student visa is available on the [CHC CRICOS page](#).

The enrolment in CHC courses of overseas students who are in Australia on student visas and their compliance with student visa conditions is reported to the Department of Education and Training through the Provider Registration and International Students Management System (PRISMS).

Matters relating to all types of temporary visas are administered by DHA.

Courses and units

At CHC, students enrol in a **course** which is the complete award with which a student graduates upon the completion of the requirements for that course. Courses consist of **units**, which are individual components of a course which are usually one **semester** in length.

All units in CHC courses carry 10 **credit points (cp)**, unless otherwise indicated. Each 10 credit point unit comprises 150 hours of student involvement for one semester, consisting of formal contact hours, individual study, assessment work and examination preparation (as applicable). Generally, the contact hours for a standard ten 10 credit point unit is three hours, with a further seven to eight hours of personal study and assessment preparation per lecture week and additional hours for examination preparation. A standard annual full-time load of 80 credit points is equivalent to 1200 hours of student involvement.

Sample unit outlines for the units offered as part of CHC courses are available on the various course pages on the CHC website.

Academic calendar

The academic year is divided into two compulsory semesters, each of 16 weeks (excluding holidays): Semester 1 runs from February/March to June, and Semester 2 from July to November. CHC also offers two non-standard, non-compulsory teaching periods in the academic year that have fewer teaching weeks than Semesters 1 or 2 and in which a limited range of units is available. These are Winter Semester and Semester 3. These semesters are not available to commencing students.

For the postgraduate Business courses only (MBA pathway), the academic year is divided into six study periods, three of which are in Semester 1 and three of which are in Semester 2.

Student visas

Overseas students who are studying under the provisions of a student visa are able to enrol *only* in those courses that appear on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), subject to the meeting of course entry requirements.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa are able to enrol in all courses offered by CHC, subject to the meeting of course entry requirements.

Completion within the expected duration of study

Each course offered by CHC has an **expected duration of study** based upon the number of units required to complete the course and the full-time semester study load associated with that course (compulsory study periods only). For example, a course which requires 24 units for completion with a full-time semester study load of four units (compulsory study periods only) will have an expected duration of study of six semesters, or three years.

Student visas

Overseas students who are studying under the provisions of a student visa are issued with an electronic Confirmation of Enrolment (eCoE) which is generated through the Department of Education and Training's Provider Registration and International Students Management System (PRISMS). A course's expected duration of study is used to determine the **course end date** which is specified on each overseas student's eCoE. This course end date is used to determine the length of the student visa issued by DHA.

CHC is able to extend an overseas student's expected course end date in a limited number of circumstances only. These include:

- compassionate or compelling circumstances (for example, illness where a medical certificate states that you are unable to attend classes, or if CHC is unable to provide a prerequisite unit); or
- CHC has implemented its intervention strategy for students who are at risk of failing to meet satisfactory academic progress requirements; or
- an approved period of deferral or leave of absence has been granted due to compassionate or compelling circumstances, or CHC has suspended your enrolment due to misconduct.

Where any of these circumstances result in the expected duration of your course being increased, CHC will notify the Department of this extension and will issue you with a new eCoE that indicates a revised course end date.

Please note that any extension to your expected course end date will require you to contact DHA to discuss the impact of the extended course end date on your student visa.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa are not issued with an eCoE and the length of their visa is not determined by the expected duration of a course of study.

Study loads

Student visas

Australian student visa conditions require that overseas students maintain a study load which results in the completion of their course within the expected duration of study. In general, overseas students normally need to undertake a standard full-time study load in each semester (compulsory study periods only) in order to complete their course within this timeframe.

A standard full-time study load in all CHC courses is 40 credit points per semester, or 80 credit points per year.

Student visa conditions do allow some flexibility in study programs by permitting you to vary your study loads across semesters – that is, to undertake a *normal, reduced or increased* study load in each compulsory study period – as long as you complete your course by the date specified on your eCoE.

In advising you of a study program to ensure that you complete your course within the expected duration of study, CHC will assume that you will undertake a standard full-time load in each semester (compulsory study periods only) as applicable to your course. Any variations to this study load are to be discussed with and approved by your Course Coordinator as early as possible after your enrolment to ensure that you are able to undertake the remaining units in your course in such a way that your course end date is not affected – for example, by enrolling in Semester 3, or by enrolling in an increased or reduced study load in Semesters 1 and/or 2 of a year. In proposing any such variations to your study program, you should be aware that not all units are offered in each semester and, consequently, that the schedule of units may not facilitate a variation to your study load.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa are not subject to the conditions described above with regard to study load. Such students are not required to undertake a standard full-time study load in each semester (compulsory study periods only) and may engage in part-time study.

Modes of study

Student visas

Overseas students who are studying under the provisions of a student visa must generally undertake units of study in the **internal** mode. These are normally conducted on campus in a face-to-face context for which classes are scheduled weekly across the semester. Internal-mode units might also be offered as *intensives*, in which the total number of contact hours for the semester are condensed into a number of whole days. These may be scheduled together as consecutive days, or as a series of sessions of between one and four days at various points during the semester, and may be held both at weekends and during holiday periods.

Student visa conditions also allow overseas students to undertake up to one-third of their *total* course in the **external/online** mode: that is, a unit that is offered off campus by distance education. While overseas students who are studying under the provisions of a student visa must not enrol exclusively in external/online units in any compulsory study period (at CHC, this is Semester 1 and Semester 2), they may study entirely by external/online mode in any non-compulsory study period (at CHC, this is Semester 3). Overseas students who are studying under the provisions of a student visa who wish to undertake units in the external/online mode must first consult their Course Coordinators to ensure that they do not exceed the maximum number of external/online-mode units that are allowed in their courses.

All arrangements regarding the modes in which units are to be offered in a particular semester, and the scheduling of units that are offered in the internal and intensive modes, are advertised on the CHC website prior to the beginning of the semester in which they are being offered to assist students with their selection of units.

Overseas students who are studying under the provisions of a student visa should be aware that CHC requires such students to enrol in a minimum of one unit per semester that is delivered in the internal mode via **weekly classes** (subject to other visa restrictions regarding mode of study). That is, overseas students who are studying under the provisions of a student visa are not permitted to enrol exclusively in units offered as intensives and/or external/online mode in a given semester. This applies to Semesters 1 and 2 only.

If overseas students who are studying under the provisions of a student visa reach the final semester of their courses and have one unit complete and wish to remain in Australia for this unit, it must be undertaken in the internal mode, unless it is undertaken in Semester 3. If this final semester is either Semester 1 or Semester 2 of a year, and the unit is available in the external/online mode, an overseas student may ask CHC to cancel their Confirmation of Enrolment (CoE) certificate and return to their home country to complete the unit by distance education.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa are not subject to the conditions described above. Such students may enrol in any mode in which a unit is offered.

Attendance

Student visas

As a provider of higher education courses, CHC is not required to report your attendance for visa compliance purposes. However, CHC is required to monitor your attendance and you should be aware that CHC does have expectations regarding minimum attendance for units which are offered by internal mode. These are determined by the School from which the unit is offered, as follows:

- School of Ministries: 85% of scheduled classes for each unit
- All other CHC Schools: 80% of scheduled classes for each unit

You should be aware that some units have minimum attendance requirements, and that you may place your results for such units in jeopardy, and even fail such units, if you do not satisfy these requirements. Where minimum attendance requirements apply, they will be noted in the relevant School *Courses Handbook* and in the specific unit outlines that are distributed at the beginning of each semester.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa are not subject to the conditions described above with regard to the monitoring of attendance. However, the expectations described above regarding minimum attendance for units which are offered by internal mode apply to all overseas students, regardless of the type of visa they hold.

Satisfactory course progress

Overseas students are expected to maintain satisfactory course progress. Under the provisions of CHC Policy: *Review of Academic Progress for Overseas Students*, students who *fail two or more units in a semester, or fail the same unit more than once* are identified as being at risk of failing to maintain satisfactory course progress, and a Review of Academic Progress (RAP) is implemented. The aim of this intervention strategy is to assist students to identify the reasons for being at risk of failing to maintain satisfactory course progress and to develop an Action Plan to avoid its repetition.

Student visas

Overseas students who are studying under the provisions of a student visa must maintain satisfactory course progress to fulfil the conditions of their visa.

If an overseas student who is studying under the provisions of a student visa is identified as being at risk of failing to maintain satisfactory course progress, a Review of Academic Progress (RAP) will be implemented and an Action Plan developed. This may include reducing your study load to assist you to achieve satisfactory course progress. In the case that this intervention strategy results in an extension to your course end date, CHC will notify the Department of this extension via PRISMS and will issue you with a new Confirmation of Enrolment (CoE) certificate which indicates the revised course end date. In such a case, you will need to apply to DHA for a new student visa.

If, after this intervention strategy is implemented, you again fail two or more units in a semester or fail a further unit more than once, you will be deemed as failing to maintain satisfactory course progress. At this point, according to CHC Policy: *Cancellation of Enrolment for Overseas Students*, CHC will notify you in writing that it intends to report you to the Department via PRISMS for failing to maintain satisfactory course progress and to cancel your enrolment. You will then have 20 working days in which to formally request a review of this decision, as outlined in CHC Policy: *Grievance Policy for Overseas Students* on the CHC website. CHC will not report you to the Department during this period, or the period of any review process, and your enrolment at CHC will remain active.

Should any review process find in your favour, your enrolment will continue. Should you withdraw from any review process, or should any review process uphold CHC's intention to report, or following the expiration of the 20 working days without CHC having received a request for a review of this decision, CHC will notify the Department via PRISMS that you have failed to maintain satisfactory course progress. You should be aware that this will have severe implications for your student visa. You will be required to report to a DHA officer within 28 days of receiving notice that CHC has reported you for failing to maintain satisfactory course progress, or your student visa will be cancelled and you will be required to leave Australia.

Other temporary visas

If an overseas student who is studying under the provisions of another type of temporary visa is identified as being at risk of failing to maintain satisfactory course progress, a Review of Academic Progress (RAP) will be implemented and an Action Plan developed. If, after this intervention strategy is implemented, you again fail two or more units in a semester or fail a further unit more than once, you will be deemed as failing to maintain satisfactory course progress. In this case, under the provisions of CHC Policy: *Review of Enrolment Process*, a Review of Enrolment Process (REP) will be initiated. This may have an outcome of your enrolment at CHC being cancelled, or your enrolment may be continued under certain conditions, such as exclusion for a defined period.

Tuition Protection Service (TPS)

Student visas

The Tuition Protection Service (TPS) is an initiative of the Australian government to assist overseas students who are studying under the provisions of a student visa whose education providers are unable to fully deliver their course of study.

The TPS ensures that overseas students who are studying under the provisions of a student visa are able to either:

- complete their studies in another course or with another education provider; or
- receive a refund of their unspent tuition fees.

CHC is a participating institution in the Tuition Protection Service (TPS). This covers students in the unlikely event that CHC is no longer able to offer a CHC course of study in which an overseas student is enrolled.

For further information, see the [TPS](#) website.

Other temporary visas

The Tuition Protection Service is not available to overseas students who are studying under the provisions of another type of temporary visa. Should CHC cease to offer a course of study in which an overseas student who is studying under a temporary visa, the provisions of CHC's Course and Tuition Assurance arrangements will apply.

Student Code of Conduct

In accordance with its foundation on Christian principles, CHC is concerned to maintain the highest levels of personal and professional, moral and ethical conduct. Further, CHC aims to create a constructive environment for academic achievement, for Christian community and for personal growth. The Scriptures establish basic principles of behaviour and respect, and the basis for dealings among members of the CHC community should be one of mutual respect. CHC Policy: *Student Code of Conduct* aims to engender a commitment to these values.

CHC Policy: *Code of Conduct* applies to all overseas students, regardless of the type of visa they hold, and encourages all members of the CHC community to recognise the potential of each individual for personal growth and transformation, and acknowledge, with grace, the varied life journeys of individuals. It promotes academic integrity and seeks to allow reasonable freedom for students to pursue study and research and to participate in community life at CHC, as well as respect the property of CHC, the wider Citipointe Church campus and members of the CHC and Citipointe communities. CHC Policy: *Code of Conduct* also provides clear guidelines regarding the grounds on which any suspension or cancellation of enrolment at CHC may occur.

Assessment

Assessment practices at CHC are guided by CHC Policy: *Assessment*. This policy applies to all students at CHC.

CHC courses incorporate a variety of assessment methods including essays, research papers, seminar presentations, group work, examinations, field work, practicums and internships. The particular assessment methods employed in individual units are indicated in the unit outlines that are made available to students at the beginning of each semester. These unit outlines also indicate assessment task due dates and the unit learning outcomes to which each assessment task relates.

Text books and other materials

Many units offered at CHC have required text books that form the basis of the reading to be completed by students. These are indicated in the booklists that are published on the CHC website prior to each semester. These may be commercially published texts, or Books of Readings that are supplied by CHC. Students may also be required to purchase other unit materials where these are part of the learning to be undertaken.

CHC suggests the following suppliers for text books (listed alphabetically):

American Bookstore	www.americanbookstore.com.au	Fishpond	www.fishpond.com.au
Amazon	www.amazon.com.au	Koorong	www.koorong.com.au
The Book Depository	www.bookdepository.co.uk	Open Leaves	www.openleaves.com.au
Booko	www.booko.com.au	Word Bookstore	www.word.com.au
Booktopia	www.booktopia.com.au	Zookal	www.zookal.com
The Co-op Bookshop	www.coopbookshop.com.au		

Students are to supply their own stationery and consumable items, such as paper and writing equipment.

Approximately \$AUD500 per semester should be allowed for the purchase of text books and other student needs.

Section 4: Student life

Chapel

CHC holds chapel services during each week of Semesters 1 and 2. All students are strongly encouraged to attend, as chapel is an important part of CHC life.

The School of Ministries also holds separate chapel services, which its students are required to attend.

Classes

Units at CHC may consist of various learning experiences such as lectures, and small group activities such as tutorials, workshops and seminars. The lecture is where the core information of the unit is addressed, and ideas and concepts are explored further in the small group activities. The class sizes at CHC allow for personalised attention and the examination of ideas in a friendly environment.

Orientation program

A free orientation program is held in the week prior to the commencement of each semester. This program includes a series of meetings and workshops where new students are able to meet staff and are introduced to campus facilities, and where issues relating to visa conditions and studying in Australia are addressed. The materials provided to overseas students as part of their orientation program include a list of services and facilities, such as medical centres and services, hospitals and pharmacies, commercial facilities and rental agencies, which are located in the suburbs surrounding CHC.

The orientation program is compulsory for overseas students. Details of the program are sent with offer letters. Information regarding [orientation](#) is also available on the CHC website.

Professional experiences

A number of CHC courses require students to complete a program of professional experiences, or placements. CHC values professional learning and has developed strong relationships with professional and industry bodies so that students can be exposed to ideas and issues in their fields of study. You will have the chance to learn first-hand and to network with industry and professional leaders, making connections before you enter the workforce. Practicum placements and internships will allow you to experience the workplace with opportunities across Australia and overseas.

Placements apply to CHC courses as follows:

- Bachelor of Business: 80-100 hours

Context: Students either identify a significant, relevant, solvable problem of a host organisation (research project), or engage in a broader internship experience, as relevant to their chosen major.

Location: Businesses, not-for-profit organisations and government departments, normally in the greater-Brisbane area.

- Bachelor of Education (Primary): 115 days
- Bachelor of Education (Secondary): 115 days
- Bachelor of Arts/Bachelor of Education (Secondary): 115 days

Context: Placements address issues relating to lesson design, delivery and resourcing in the context of meeting learner needs.

Location: Primary and secondary schools (as relevant to the course), normally in Queensland and northern New South Wales.

- Diploma of Ministry: 117 hours
- Bachelor of Ministry: 500 hours
- Graduate Certificate in Ministry: 78 hours
- Graduate Diploma in Ministry: 117 hours

Context: Placements seek to translate knowledge of Christian ministry into ministry practice with the ability to exercise ministry skills and reflect on experience.

Location: Church, ministry and not-for-profit settings, normally in Australia.

- Bachelor of Applied Social Science (Practicum stream only): 400 hours
- Bachelor of Counselling: 200 hours
- Master of Counselling: 200 hours

Context: Placements address issues within the chosen field of study regarding context, clients, the integration of theory and skills, and program development.

Location: Church, para-church, government, NGO, not-for-profit and grass-roots organisations, located in any geographical area.

Student representation

Student Representative Council (SRC)

The SRC is elected as a representative body each year and includes students from across Schools and year levels. It aims to organise events which enrich student life and the CHC student experience, such as sporting activities, beach days, BBQs and other social activities. It also plays a prominent role in CHC functions such as Orientation Week and Open Day. See the SRC page on the CHC website for details and information regarding the SRC or contact studentcouncil@chc.edu.au.

Student representation on committees

Students are represented on Academic Board and the Learning and Teaching Committee, which are the bodies that govern academic processes and guide learning and teaching practices at CHC. Students are also included in the membership of School Advisory Committees and course development committees, which review School operations and provide advice in relation to course accreditation processes, and of panels that are established to consider student grievances regarding academic decisions. Students who are interested in serving in a representative capacity should enquire with the SRC.

Section 5: Student support

Counselling

The CHC [Counselling and Support Centre](#) promotes counselling where students are empowered to facilitate their own counselling journey.

This is a confidential service to students on an individual or group basis, regarding issues such as stress management, depression, grief, relationship difficulties, study, finance and university procedures. Counsellors will assist you to identify your desired outcomes and provide appropriate guidance or intervention to open new horizons for you as you take this journey. In this safe, friendly environment you can be assured that you will be valued as an individual and encouraged as you seek a more fulfilled life.

CHC's student counsellors are trained in a variety of counselling theories, therapies and techniques that have been proven to be effective in dealing with the problems faced in the fast-paced and at times confusing world in which we live. All student counsellors have completed a majority of their coursework and are thoroughly trained in counselling approaches and skills, having been assessed as competent by academic staff members before becoming counsellors in the centre. In addition, they are mentored by academic staff members and are supervised by registered counsellors whom they also see regularly.

Counselling sessions are by appointment only and can be made by email at counselling@chc.edu.au. After hours appointments are available under special circumstances. A fee of \$20.00 per hour session applies, although there is no charge for CHC students. No referral is necessary for initial appointments.

Critical Incident policy

CHC Policy: *Critical Incident Policy for Overseas Students* describes the actions that are to be taken in the event of a traumatic event, or the threat of such, within or outside Australia that causes extreme stress, fear or injury to an overseas student. The policy includes contact information for organisations that may be able to assist in such a situation. Where a critical incident occurs as defined by the policy, records of action are kept on the student's file.

Grievance policy for overseas students

Overseas students who wish to request a review of a decision made by CHC, whether of an academic or a non-academic nature, should consult CHC Policy: *Grievance Policy for Overseas Students*.

Overseas Student Liaison Officer

CHC is committed to providing its overseas students with a high-quality student experience. In addition to the support services available to domestic students, overseas students have access to services specific to their needs. The Overseas Student Liaison Officer (OSLO) is a function of CHC Student Services and provides a first point of contact upon arrival at CHC and is available for continued support throughout the period of study.

The OSLO, Stephanie Germain, contacted at SGermain@chc.edu.au.

CHC provides a 24-hour contact number for overseas students in cases of emergency: +61 (0)428 078 935.

Overseas Students Ombudsman

The Overseas Students Ombudsman is a specialist role of the Commonwealth Ombudsman, who can investigate complaints from overseas students about private education providers in Australia.

If you are not satisfied with a decision or action taken by CHC, you should ask about the internal appeals process. If you undertake this process but are not satisfied with the result, you can complain to the Overseas Students Ombudsman.

The Overseas Students Ombudsman can investigate complaints about actions with regard to, for example:

- refusing admission to a course;
- fees and refunds;
- course or provider transfers;
- course progress or attendance;
- cancellation of enrolment;
- accommodation arranged by a provider;
- incorrect advice given by an education agent.

The Overseas Students Ombudsman cannot investigate complaints about:

- public providers (which are already covered by the State and Territory Ombudsman);
- domestic Australian students;
- students from overseas who are not on a student visa (for example, students who are studying on a visitor, working holiday or temporary business visa);
- the quality of your education provider.

Information regarding the Overseas Students Ombudsman can be found by accessing the [Commonwealth Ombudsman](#) website, which includes a section on *Frequently Asked Questions (FAQs)*, or by telephoning 1300 362 072.

Pastoral care

CHC provides pastoral care for its students and seeks to support the growth of individual lives and encourage the development of a thriving CHC community through both its own activities and joint initiatives with bodies such as the Student Representative Council, the CHC Community Development Officers and [Red Frogs Australia](#).

Pastoral care staff are available for students to talk to about personal, social, academic or spiritual issues in a relaxed and confidential environment.

Student Administration

Student Administration is where you will find assistance with many aspects of your enrolment, from completing your unit selection form to changing units, transferring course, examinations, results and graduation. Student Administration can be contacted at sadmin@chc.edu.au.

Student advocacy

CHC seeks to promote an inclusive culture which values the individual and engages students as members of a vibrant and positive community. To this end, the services of a Student Advocacy Officer are provided to support students as they navigate the policies and processes of the institution.

The role of the Student Advocacy Officer is to support and assist students in relation to matters arising under the academic and procedural rules and regulations of CHC. The Student Advocacy Officer aims to act in the interests of students and, in doing so, to be disassociated from CHC's decision-makers in respect of its academic and procedural rules and regulations and other staff who administer them.

The Student Advocacy Officer is located in the CHC Learning Hub. Students can make appointments by email at studentadvocacy@chc.edu.au or ask at the Library front desk.

Study support

Study support is available to assist students in the area of study skills, such as:

- effective writing – grammar, essay structure, sentence and paragraph structure;
- in-text referencing;
- how to unpack a topic – what does the assessment task actually require;
- time management/organisational issues – the assessment plan of attack;
- effective study habits.

The Academic Support Office is located in the CHC Learning Hub. The Study Support Tutor is available by appointment and can be flexible with times to meet the needs of individuals or groups as required.

Students can make appointments by email at studysupport@chc.edu.au, or ask at the Library front desk.

Section 6: Financial information

Overseas students are liable for a range of different types of fees and charges. These may be categorised as **tuition fees**, **non-tuition fees** and **miscellaneous costs**, and apply to all overseas students, regardless of the type of visa they hold. These fees and charges are explained in the following pages.

CHC reserves the right to vary these fees and to levy additional fee types. Overseas students should be aware that all fees are subject to annual increase, and that the revised annual fees apply to all overseas students who are currently enrolled at CHC, not to commencing students only.

Full details regarding the fees and charges payable by overseas students are available in the *Unit Costs* and *Administrative Fees* information sheets, which are published in October each year for the following academic year.

Tuition fees

Tuition fees for overseas students at CHC are calculated in accordance with Australian government guidelines.

Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.

In 2019, tuition fees for overseas students at CHC are calculated at the following rates (in Australian dollars):

Undergraduate units	Tuition fees per credit point
100-level units	\$ 239.50
200-level units	\$ 239.50
300-level units	\$ 239.50
Counselling Practicum units – CO368, CO369, CO370	\$ 309.50
400-level units (applies to initial teacher education courses only)	\$ 239.50
Postgraduate units	Tuition fees per credit point
400-level units (applies to Ministries courses only)	\$ 265.00
500-level units	\$ 297.50
600-level units	\$ 297.50
Counselling Practicum units – CO668, CO669, CO670	\$ 367.50

To calculate the tuition fees for a unit, multiply the fees per credit point by the number of credit points.

For example:

- for an overseas student enrolled in an undergraduate unit (not a Counselling Practicum unit) in any course, the tuition fees payable for a unit with a weighting of 10 credit points are $\$239.50 \times 10 = \$2,395.00$, and for a unit with a weighting of 20 credit points, the tuition fees are $\$239.50 \times 20 = \$4,790.00$.
- for an overseas student enrolled in a postgraduate unit (not a Counselling Practicum unit) in any course (not a Ministries course), the tuition fees payable for a unit with a weighting of 10 credit points are $\$297.50 \times 10 = \$2,975.00$, and for a unit with a weighting of 20 credit points, the tuition fees are $\$297.50 \times 20 = \$5,950.00$.

Overseas students are required to pay an amount of tuition fees upfront as a **non-refundable deposit** in order to accept their offer of admission. This amount is specified in the Written Agreement. Overseas students may choose to pay more than the amount required to accept their offer of admission, up to the full amount (100%) of their tuition fees for their course. Overseas students who choose to pay more than the amount required will be able to indicate this on their returned Written Agreement.

Overseas students are to be aware that the non-refundable deposit that is paid to accept their offer of admission *is not* repaid if a student then chooses not to attend CHC, unless special circumstances can be demonstrated. The conditions that are required for 'special circumstances' to be demonstrated are explained in CHC Policy: *Refunds for Overseas Students*.

The tuition fees that are paid to accept the offer of admission are applied to students' first semester's tuition fees.

For each semester of enrolment at CHC, including the first semester of enrolment, students receive an invoice prior to the beginning of the semester that shows the total amount of tuition fees to be paid for that semester. This amount is based on the tuition fee rates that apply to that semester, including any increase due to the annual review of fees.

Tuition fees are payable by the due date specified on the invoice. Students may choose to pay more than the amount of tuition fees that are invoiced.

CHC may cancel a student's enrolment and eCoE if the required tuition fees are not paid by the due date each semester. This may result in CHC issuing the student with a Notice of Intent to Report for the non-payment of fees.

Overseas students may be eligible for a refund of tuition fees under certain circumstances. For information regarding the conditions under which overseas students may be eligible for a refund of tuition fees, please see CHC Policy: *Refunds for Overseas Students*.

Non-tuition fees

A range of non-tuition fees are charged by CHC and payable by overseas students. These include transfer of credit fees, and various administrative and other fees that may be incurred by overseas students depending upon the units in which they enrol, the actions they take with regard to their enrolment, and any fines they may incur.

Non-tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual non-tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.

Transfer of credit fees

Overseas students who wish to apply for transfer of credit into a CHC course should do so at the same time as applying for admission to CHC.

In 2019, the following fees (in Australian dollars) apply to overseas students who apply for transfer of credit into a CHC course:

Item	Fee amount
Transfer of credit application fee	\$ 150.00
Credit transfer fee	\$15.00 per credit point

Overseas students are required to pay the total amount of their transfer of credit fees upfront in order for their enrolment to be finalised. Transfer of credit fees are non-refundable.

Overseas students who are studying under the provisions of a student visa will have the outcome of their application included in their Written Agreement. This outcome will be taken into consideration when determining the course end date to be indicated on the eCoE.

For information regarding transfer of credit arrangements for overseas students, please see the section, 'Transfer of credit'.

Other costs

Some courses may involve other costs which are payable by overseas students. Most are associated with elective units and will be incurred only if students choose to enrol in those units. However, some costs are associated with activities which are part of core units.

Information regarding the units in which other fees may be payable is included in the *Unit Costs* information sheet, which is published in October each year for the following academic year.

All other unit costs will be declared to students at the commencement of the semester in which the unit enrolment occurs. Any such costs are non-refundable.

Administrative fees

A range of administrative fees may be charged to overseas students depending upon actions taken by overseas students.

In 2019, the amounts of administrative fees (in Australian dollars) are as follows:

Item	Fee amount
Application for Admission fee	\$ 500.00 ²
Transfer of Credit Application fee	\$ 150.00 ³
Credit Transfer fee	\$ 15.00 per credit point
Amended Written Agreement and Confirmation of Enrolment (CoE) fee	\$ 250.00
Offer Reinstatement fee	\$ 150.00
Late Enrolment fee	\$ 150.00
Late Payment fee	\$ 250.00
Cancellation of Enrolment fee	\$ 1,000.00
Withdrawal fee	\$ 1,000.00
Replacement Student ID card	\$ 25.00
Replacement or additional academic transcript	\$ 25.00 ⁴
Replacement testamur	\$ 100.00 ⁴
Overdue library resources - Library Use Only Items	\$ 1.00 per item per hour ⁵
Overdue library resources - One Week Loan Items	\$ 1.00 per item per day ⁵
Overdue library resources - Two Week Loan Items	\$ 0.50 per item per day ⁵

Administrative fees are charged at the time of the associated action being requested or taken and are non-refundable.

² The Application for Admission fee is waived for overseas applicants who apply through QTAC and who have undertaken Year 12 studies in Australia in the year of, or prior to, their application to CHC.

³ The Transfer of Credit Application fee is waived for overseas students who apply for transfer of credit at the time of application for admission.

⁴ Postage costs are also charged where the item is to be mailed. These rates are available upon request.

⁵ Or part thereof.

Other costs

A range of other costs that are not levied by CHC are, or may be, payable by overseas students, as follows:

Overseas Student Health Cover (OSHC)

The Australian government requires overseas students who are studying under the provisions of a student visa, and their dependants, to possess health insurance cover for the duration of their visas (exceptions apply for Norwegian, Belgian and some Swedish students). This cover must be obtained prior to a student visa being granted. OSHC provides cover for medical and hospital care costs which overseas students may need while in Australia. The website of the Private Health Insurance Ombudsman of the Australian government has a [Frequently Asked Questions](#) page with regard to OSHC.

CHC's preferred OSHC provider is [Medibank](#), and CHC is able to accept payment of OSHC premiums on its behalf. However, overseas students are able to obtain their own OSHC by dealing directly with another of the government-approved providers. These are:

- [AHM](#);
- [Allianz Global Assistance](#);
- [Bupa](#); and
- [nib](#).

The costs of OSHC premiums for these providers are available on their respective websites or may be compared using the [OSHC Australia](#) website.

Overseas students who choose to arrange their own OSHC must provide evidence of payment to the OSHC provider and the period of OSHC prior to CHC issuing of a Confirmation of Enrolment (CoE) certificate. Students are then to provide evidence of their OSHC cover directly to DHA in conjunction with their student visa application.

Overseas students who request that CHC arrange their OSHC through its preferred provider are required to pay the full amount of Overseas Student Health Cover upfront in order for their enrolment to be finalised.

OSHC providers have their own policies regarding the circumstances under which overseas students may be eligible for a refund of monies paid. Overseas students should contact OSHC providers for information regarding the conditions under which refunds may be available.

Accommodation

Accommodation options for overseas students vary according to a number of factors; for example, whether alone or with family members. The options include houses or units which are available through commercial rental agencies, off campus units which offer shared accommodation for individuals, and off campus boarding arrangements with families. [Accommodation information](#) is available on the CHC website.

Agencies that overseas students may access with regard to rental of accommodation include [realestate.com.au](#), [Domain](#) and individual real estate companies. Information about renting accommodation in Queensland can be found on the website of the [Residential Tenancies Authority](#).

There are a number of student accommodation residence buildings located in the suburbs surrounding CHC, including [UniResort](#) and [Genesis 1](#). Information regarding these facilities is available on their respective websites, and application is made directly to these facilities.

All contact and arrangements regarding accommodation, including the establishment of agreements, payment of bonds, amount and frequency of rental money payments, policies regarding conduct, termination of agreements and the conditions under which refunds of any monies may be paid, are made directly between overseas students and the agencies and/or individuals through which such accommodation is offered.

Educational costs for school-aged dependants

Overseas students who intend to bring family members to Australia should first confirm that the conditions of their visa allows for this. Overseas students should be aware that, while in Australia, they are responsible for supporting their dependants. Overseas students bringing a spouse and/or children to Australia will need to demonstrate that they possess, or have access to, sufficient funds to support them and their dependants before the Australian government will grant a visa. This includes paying childcare and/or education tuition fees (as applicable) for school-age dependants aged 5-18. The financial capacity requirements for a student visa are such that, where school-aged children are included in the student visa application, schooling costs of AUD \$8,000.00 per year for each child will need to be demonstrated.⁶

Further information regarding visa requirements for the dependants and children of overseas students is available on the [DHA website](#).

Dependent school-age children are required to attend school full-time. Australia has a dual school system, a government schools sector and an independent schools sector, and both charge tuition fees for school-age children who are in Australia as dependants on an overseas student's student visa. Information regarding fees and other requirements for enrolling children in Queensland government schools is available from the Queensland government's [Department of Education and Training](#). For information regarding enrolling children in Christian and other independent schools in the Brisbane region, please visit the websites of [Associated Christian Schools](#), [Independent Schools Queensland](#) and [Christian Schools Australia](#).

[Citipointe Christian College](#) and [Citipointe Childcare](#) are located on the same campus as CHC, for overseas students with children who may find this to be a convenient arrangement. Citipointe Christian College offers education from Preparatory to Year 12, while Citipointe Childcare caters for children aged 6 weeks to 5 years.

All contact and arrangements regarding childcare and education for dependent school-age children, including enrolment and acceptance fees and processes, the amount and frequency of payment of childcare fees and tuition fees for school-age children, policies regarding conduct, termination of enrolment and the conditions under which refunds of any monies may be paid, are made directly between overseas students and the childcare centres and/or schools through which such childcare and/or education services are offered.

Refunds for overseas students

Refunds of fees paid by overseas students can be made in the event of **provider default** or **student default**, and where special circumstances can be shown to exist. The conditions under which refunds will be made, and the processes that apply to refunds, appear below and are explained more fully in CHC Policy: *Refunds for Overseas Students*, which is available on the CHC website.

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the *Australian Consumer Law* if the *Australian Consumer Law* applies.

Provider default

A provider default occurs if:

- the course does not commence on the agreed starting day for any reason; or
- the course ceases to be provided at any time after it starts but before it is completed; or

⁶ Where school aged children are included in a student visa application, schooling costs of AUD 8,000 per year for each child will need to be added to the amount of funds that is needed to fulfil the financial capacity requirements for a student visa. This amount is the minimum required for a visa application and does not represent actual schooling costs. Overseas students are responsible for researching schooling costs and the availability of places.

- the course is not provided in full to the student because CHC has had its registration as an institution able to offer courses to overseas student revoked;

and the overseas student has not withdrawn before the default date.

In the event of provider default, CHC is obligated to provide overseas students with the following options:

- to transfer to another course offered by CHC or by another higher education provider; or
- to receive a refund of any unspent tuition fees that were prepaid towards the defaulted course.

In the unlikely event that CHC is not able to fulfil these obligations, overseas students may access the Tuition Protection Service (TPS). The TPS will assist students to find an alternative course or to get a refund if a suitable alternative is not found. Further information, including the processes that overseas students are to follow to access this service, is available on the [TPS website](#).

Student default

A student default occurs if:

- the course starts on the agreed starting day, but the overseas student does not start the course on that day and has not previously withdrawn; or
- an overseas student withdraws from the course either before or after the agreed starting day; or
- CHC refuses to provide, or continue to provide, the course to an overseas student because:
 - the overseas student failed to pay an amount he or she was liable to pay CHC, directly or indirectly, in order to undertake the course; and/or
 - the overseas student breached a condition of his or her student visa; and/or
 - misconduct by the overseas student.

The following refund arrangements apply in the case of student default:

Cancellation of enrolment prior to the agreed starting day

- Students who cancel their enrolment prior to the agreed starting day for any reason and special circumstances do not apply will receive a refund of any unspent tuition fees, less the non-refundable deposit.
- Students who cancel their enrolment prior to the agreed starting day for any reason and special circumstances do apply will receive a refund of any unspent tuition fees, including the non-refundable deposit, less the Cancellation of Enrolment fee.

Withdrawal from course after the agreed starting day

Students in their first semester of study

- Students who withdraw prior to the census date of their first semester of study where special circumstances do not apply will receive a refund of any tuition fees paid for that semester, less the non-refundable deposit.
- Students who withdraw prior to the census date of their first semester of study where special circumstances do apply will receive a refund of any tuition fees paid for that semester, including the non-refundable deposit, less the Withdrawal fee.
- Students who withdraw after the census date of their first semester of enrolment where special circumstances do not apply will not receive a refund of any tuition fees paid for that semester.
- Students who withdraw after the census date of their first semester of enrolment where special circumstances do apply will receive a refund of any tuition fees paid for that semester, including the non-refundable deposit, less the Withdrawal fee.

Students in their second or subsequent semesters of study

- Students who withdraw prior to the census date of their second or subsequent semester of study will receive a refund of any tuition fees paid for that semester, less the Withdrawal fee.
- Students who withdraw after the census date of their second or subsequent semester of study where special circumstances do not apply will not receive a refund of any tuition fees paid for that semester.
- Students who withdraw after the census date of their second or subsequent semester of study where special circumstances do apply will receive a refund of any tuition fees paid for that semester, less the Withdrawal fee.

All students

In the case of student default, CHC will not make any refund of any tuition fees if:

- the overseas student failed to pay an amount he or she was liable to pay CHC, directly or indirectly, in order to undertake the course; or
- the overseas student breached a condition of his or her student visa; or
- the overseas student engaged in misconduct.

Special circumstances

Special circumstances are circumstances that are beyond students' control and which impact upon their course progress and/or wellbeing. Such circumstances could include, but are not limited to:

- serious illness or injury, where a medical certificate states that a student is unable to attend classes;
- bereavement of close family members (where possible, a death certificate is to be provided);
- major political upheaval or natural disaster in a student's home country which requires emergency travel;
- a traumatic experience, such as involvement in or witnessing of a serious accident, or witnessing or being the victim of a serious crime (to be supported by police or psychologists' reports);
- CHC not being able to offer a prerequisite unit; or
- a student's inability to begin studying on the agreed starting date due to a delay in receiving, or refusal of, a student visa.

Special circumstances must meet *each* of the following conditions:

- the circumstance did not exist prior to census date; and
- the circumstance is beyond the control of the student; and
- the full impact of the circumstance was not known to the student prior to the census date.

Refund process

To apply for a refund, an overseas student must submit a completed *Application for Refund – Overseas Students* form, which is available on the CHC website.

The form is to include a detailed explanation of the circumstances on which the application is based, and must have attached any documentation to support the application, such as visa refusal notification, medical certificates, etc.

The person to whom the refund is to be made, and the account into which the refund is to be paid, are to be nominated on the *Application for Refund – Overseas Students* form. This person may be the overseas student, or another person nominated by the overseas student. By signing the form, the overseas student authorizes CHC to pay the refund to the person, and the account, nominated.

Applications will be assessed against the provisions of CHC Policy: *Refunds for Overseas Students* with regard to the circumstances under which refunds will be paid, the amounts that are not refundable, and the administrative fees that apply.

Students will be notified of the outcome of an application within 20 working days of the application being received. If CHC requests further information or documentation to assess the application, the 20-working day timeframe will recommence and will apply from the date that CHC receives the requested information.

If an application for a refund is not approved, CHC will provide the basis on which its decision was made.

Payment of refunds

If an application for a refund is approved, the refund will be paid in Australian dollars to the person, and into the account, nominated on the *Application for Refund – Overseas Students* form. Refunds will be paid within 20 working days of the date of notification that the application has been approved.

Following payment of the refund, CHC takes no responsibility for any loss suffered by an overseas student with regard to bank processing times, bank fees or currency exchange rates that apply at the time of the refund being paid, or the actions of any bank or intermediary bank, or any individual who may or may not be associated with such a bank, that is involved with the processing of the refund to the overseas student.

Employment

Student visas

Student visa conditions allow overseas students to work a maximum of 40 hours every two-week period after their course has commenced and while their course is in session. There is no limit placed upon the number of hours that can be worked when a course is not in session. Work that is a formal part of a course is not included in the 40-hour limit.

Overseas students may undertake voluntary, unpaid work if it is of benefit to the community and is for a non-profit organisation. Such work is not included in the 40-hour limit. If the voluntary work could have been undertaken by an Australian resident who would have received a wage, however, then this is included in the 40 hours.

The following is an example of how an overseas student's compliance with this visa condition is calculated:

After the commencement of the course, an overseas student works the following number of hours over a four-week period:

- *Week 1: 15 hours*
- *Week 2: 25 hours*
- *Week 3: 25 hours*
- *Week 4: 10 hours*

In the two-week period comprising Weeks 1 and 2, the overseas student worked a total of 40 hours (15 hours in Week 1 and 25 hours in Week 2). The visa condition is not breached.

In the two-week period comprising Weeks 3 and 4, the overseas student worked a total of 35 hours (25 hours in Week 3 and 10 hours in Week 4). The visa condition is not breached.

However, in the two-week period comprising Weeks 2 and 3, the overseas student worked a total of 50 hours (25 hours in Week 2 and 25 hours in Week 3). The visa condition has been breached.

Overseas students who are found to have breached the conditions of their student visa by working more than 40 hours in any two-week period may be subject to cancellation of their visa.

Student visa conditions allow dependent family members to undertake work once the overseas student has commenced their course. A dependent family member can work up to 40 hours per two-week period at all times (there is no restriction regarding whether or not the course is session). If the overseas student has commenced a course towards a masters degree, there is no limit on the number of hours a dependent family member may work.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa should consult DHA to ascertain the work rights that are associated with their particular visa type.

Living costs

Living costs might include items such as accommodation and utilities, food (self-catered), clothing, public transport and entertainment.

The financial capacity requirements for a student visa are such that the following 12-month living cost amounts will need to be demonstrated:⁷

- Student/guardian – AUD \$20,290;
- Partner/spouse – AUD \$7,100;
- Child – AUD \$3,040.

Scholarships

CHC does not offer any scholarships for overseas students.

Travel concessions

State government travel concessions are not available to overseas students at CHC.

Goods and Services Tax

Generally, tuition fees and course materials are GST free. However, GST is payable on textbooks and other materials sold by CHC.

⁷ The 12-month living costs are the amounts that overseas students will need to demonstrate for themselves and any dependants in order to fulfil this aspect of the financial capacity requirements for a student visa, and do not represent the actual amount of living costs that might be incurred by overseas students.

Section 7: General courses information

Summary of available courses

Student visas

The CHC courses that are available to overseas students who are studying under the provisions of a student visa are listed in the table below.

Information regarding these courses appears in Sections 8-12 of this publication, and on the individual course pages on the CHC website.

Course Name and Code	CRICOS Code	Course Length		Annual Tuition Fee ⁸	Total Tuition Fee ⁸
		Years (FTE)	Weeks	AUD	AUD
Business courses					
Diploma of Business (BS01)	030721G	1	52	19,160	19,160
Bachelor of Business (BS11)	030720G	3	156	19,160	57,480
Education courses					
Bachelor of Education (Primary) (ED21)	073749F	4	208	19,160	76,640
Bachelor of Education (Secondary) (ED23)	073742B	4	208	19,160	76,640
Bachelor of Arts/Bachelor of Education (Secondary) (CC23)	073747G	4	208	19,160	76,640
Master of Teaching (Primary) (ED54)	097642G	2	104	23,800	47,600
Master of Teaching (Secondary) (ED55)	097643G	2	104	23,800	47,600
Liberal Arts courses					
Diploma of Liberal Arts: Foundations of Wisdom (MI02)	092840J	1	52	19,160	19,160
Bachelor of Arts in the Liberal Arts (MI11)	092841G	3	156	19,160	57,480
Ministries courses					
Diploma of Ministry (MS07)	056901M	1	52	19,160	19,160
Bachelor of Ministry (MS11)	020767J	3	156	19,160	57,480
Graduate Certificate in Ministry (MS43)	050094G	0.5	26	10,600	10,600
Graduate Diploma in Ministry (MS44)	045358J	1	52	21,200	21,200
Social Sciences courses					
Diploma of Social Science (SS04)	076204D	1	52	19,160	19,160
Bachelor of Applied Social Science (SS17)	092836E	3	156	19,160	57,480
Bachelor of Counselling (SS18)	076206B	3	156	19,160	57,480
Master of Counselling (SS51)	075672F	2	104	23,800	49,700
Master of Social Science Leadership (SS54)	092838C	1.5	78	23,800	35,700

Other temporary visas

In addition to the courses listed in the table above, the CHC courses that are available to overseas students who are studying under the provisions of another type of temporary visa are as follows.

⁸ The 'Annual Tuition Fee' and 'Total Tuition Fee' amounts shown are based on 2019 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.

Course Name and Code	Course Length		Annual Tuition Fee ⁹	Total Tuition Fee ⁹
	Years (FTE) ¹⁰	Weeks	AUD	AUD
Business courses				
Graduate Certificate in Management (BS41)	0.5	26	11,900	11,900
Graduate Diploma in Management (BS42)	1	52	23,800	23,800
Master of Business Administration (BS61)	1.5	78	23,800	35,700
Education courses				
Graduate Certificate in Christian Education (ED42)	0.5	26	11,900	11,900
Master of Education (ED51)	1	52	23,800	23,800
Liberal Arts courses				
Graduate Certificate in the Liberal Arts (MI31)	0.5	26	11,900	11,900
Graduate Diploma in the Liberal Arts (MI31)	1	52	23,800	23,800
Ministries courses				
Master of Ministry Leadership (MS51)	1	52	23,800	23,800
Social Sciences courses				
Graduate Certificate in Social Science Leadership (SS31)	0.5	26	11,900	11,900
Graduate Certificate in Neuropsychotherapy (SS33)	0.5	26	11,900	11,900

Information regarding these courses is available on the individual course pages on the CHC website.

⁹ The 'Annual Tuition Fee' and 'Total Tuition Fee' amounts shown are based on 2019 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.

¹⁰ Not all courses are offered on a full-time basis. See the relevant course pages on the CHC website for details of course offerings.

Section 8: Business courses

Courses available

The Business courses are designed from the perspective of 'Business as mission', in which attention is given to the God-given purpose for each business, which will embrace *production, people, planet and profit*. Although all 'missional' businesses are concerned for all four 'P's, each will concentrate more on one area than the others depending on the exact nature of its God-given mission.

Student visas

The following Business courses are available to overseas students who are studying under the provisions of a student visa:

- Diploma of Business (BS01)
- Bachelor of Business (BS11)

Information regarding these courses is available on the following pages and on the individual course pages on the CHC website.

Other temporary visas

In addition to the courses listed above, the following Business courses are available to overseas students who are studying under the provisions of another type of temporary visa:

- [Graduate Certificate in Management \(BS41\)](#)
- [Graduate Diploma in Management \(BS42\)](#)
- [Master of Business Administration \(BS61\)](#)

Overseas students are to be aware that some non-CRICOS registered courses are offered on a part-time basis only. Information regarding these courses is available on the individual course pages on the CHC website.

Course duration and cost

The duration and cost of the Business courses are as follows:

Course Name and Code	CRICOS Code	Course Length		Annual Tuition Fee ¹¹	Total Tuition Fee ¹¹
		Years (FTE)	Weeks	AUD	AUD
Diploma of Business (BS01)	030721G	1	52	19,160	19,160
Bachelor of Business (BS11)	030720G	3	156	19,160	57,480
Graduate Certificate in Management (BS41)	N/A	0.5	26	11,900	11,900
Graduate Diploma in Management (BS42)	N/A	1	52	23,800	23,800
Master of Business Administration (BS61)	N/A	1.5	78	23,800	35,700

¹¹ The 'Annual Tuition Fee' and 'Total Tuition Fee' amounts shown are based on 2019 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.

Diploma of Business (BS01)

General information

The Diploma of Business is a one-year full-time course. Studies include business communication, accounting, marketing, management, information systems and economics. The course integrates theory and practice in a range of business-related fields and provides the basis for early entry into employment.

The Diploma of Business exists in a nested relationship with the Bachelor of Business and normally consists of the first year of this award.

Students who commence the Diploma of Business but later decide to transfer their studies into the Bachelor of Business may articulate with full credit into the higher award.

Students who successfully complete the Diploma of Business may apply to enter the Bachelor of Business.

Students who are enrolled in the Bachelor of Business may exit with the Diploma of Business, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course Requirements

The Diploma of Business requires 80 credit points for completion. The course comprises eight core units that provide basic knowledge of business principles and practices.

Further information regarding course requirements is available on the [Diploma of Business](#) course page on the CHC website.

Entry requirements

Admission to the Diploma of Business is available in Semester 1 and Semester 2.

Educational qualifications

Applicants for the Diploma of Business must have successfully completed Year 12 studies and earned the Queensland Certificate of Education, or equivalent.

It is assumed that applicants have a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in English.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 90 or better with no subscore lower than 20 (iBT: internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

Bachelor of Business (BS11)

General information

The Bachelor of Business is a three-year full-time course that is designed to meet the educational requirements for entry-level employment in business (both for-profit and not-for-profit) or for entry into higher degree study in business specialisations. The course integrates a Christian worldview into general business studies, with majors offered in Accounting, Business Administration, Management and Marketing.

The Bachelor of Business develops students' professional skills and knowledge, from academic and practical perspectives, and an understanding of practices in a real business environment. Students gain a strong theoretical foundation and develop a base of skills and practical experience in a range of business-related fields. An internship in the final year of the course, integrates theory and practice in the field of the student's major.

The Bachelor of Business (Accounting major) is accredited with [Chartered Accountants Australia and New Zealand](#) (CA) and [CPA Australia](#). A graduate who successfully completes the Bachelor of Business (Accounting major) attains the competency level required to enter the accounting profession, the educational requirements for entry into the CA Program and the educational requirements for entry into the CPA Australia Program, and is eligible for associate membership of CPA Australia. Graduates are also approved by the Institute of Public Accountants for associate membership.

The Diploma of Business exists in a nested relationship with the Bachelor of Business and normally consists of the first two years of that award.

Students who commence the Diploma of Business but later decide to transfer their studies into the Bachelor of Business may articulate with full credit into the higher award.

Students who successfully complete the Diploma of Business may apply to enter the Bachelor of Business.

Students who are enrolled in the Bachelor of Business may exit with the Diploma of Business, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course Requirements

The Bachelor of Business requires 240 credit points for completion. The course comprises 24 units – 12 core units that provide basic knowledge of business principles and practices, one core unit that analyses Biblical Christian worldview in business and management contexts, eight units chosen as a major study and three elective units.

Further information regarding course requirements is available on the [Bachelor of Business](#) course page on the CHC website.

Entry requirements

Admission to the Bachelor of Business is available in Semester 1 and Semester 2.

Educational qualifications

Applicants for the Bachelor of Business must have successfully completed Year 12 studies and earned the Queensland Certificate of Education, or equivalent.

It is assumed that applicants have a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in English.

Personal suitability requirements

The Bachelor of Business includes an Internship in which students engage in a real-life business context. This Internship occurs in Year 3 of the course. Applicants who may be interested in undertaking this experience in a context which involves children under the age of 18 should be aware that to do so will require the holding of a Blue Card issued by the Public Safety Business Agency (PBSA) of the Queensland government. Other Australian states and territories have similar restrictions on professional practice.

While the holding of a current Blue Card is **not** a requirement for entry to the Bachelor of Business, applicants should be aware of the need for a Blue Card in order to complete the practical requirements of the course where they involve children under the age of 18. The requirements for obtaining a Blue Card can be found on the [Blue Card](#) website.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 90 or better with no subscore lower than 20 (iBT: internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

Section 9: Education courses

Courses available

Student visas

The following Education courses are available to overseas students who are studying under the provisions of a student visa. Students who successfully complete these courses are eligible for registration with the Queensland College of Teachers (QCT) and with similar bodies in other states of Australia. These bodies have separate registration requirements for English language proficiency and applicants should contact them directly for this information.

- Bachelor of Education (Primary) (ED21)
- Bachelor of Education (Secondary) (ED23)
- Bachelor of Arts/Bachelor of Education (Secondary) (CC23)
- Master of Teaching (Primary) (ED54)
- Master of Teaching (Secondary) (ED55)

Information regarding these courses is available on the following pages and on the individual course pages on the CHC website.

Other temporary visas

In addition to the courses listed above, the following Education courses are available to overseas students who are studying under the provisions of another type of temporary visa:

- [Graduate Certificate in Christian Education \(ED42\)](#)
- [Master of Education \(ED51\)](#)

Overseas students are to be aware that some non-CRICOS registered courses are offered on a part-time basis only. Information regarding these courses is available on the individual course pages on the CHC website.

Course duration and cost

The duration and cost of the Education courses are as follows:

Course Name and Code	CRICOS Code	Course Length		Annual Tuition Fee ¹²	Total Tuition Fee ¹²
		Years (FTE)	Weeks	AUD	AUD
Bachelor of Education (Primary) (ED21)	073749F	4	208	19,160	76,640
Bachelor of Education (Secondary) (ED23)	073742B	4	208	19,160	76,640
Bachelor of Arts/Bachelor of Education (Secondary) (CC23)	073747G	4	208	19,160	76,640
Master of Teaching (Primary) (ED54)	097642G	2	104	23,800	47,600
Master of Teaching (Secondary) (ED55)	097643G	2	104	23,800	47,600
Graduate Certificate in Christian Education (ED42)	N/A	0.5	26	11,900	11,900
Master of Education (ED51)	N/A	1	52	23,800	23,800

¹² The 'Annual Tuition Fee' and 'Total Tuition Fee' amounts shown are based on 2018 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.

Bachelor of Education (Primary) (ED21)

General information

The Bachelor of Education (Primary) is a four-year full-time course which provides initial teacher education for people who wish to work in Primary classroom settings (Preparatory to Year 6). It is designed to introduce students to the learning and developmental needs of children between 5-12 years of age, and to cover the content, curriculum and pedagogy of the eight key learning areas, with a specialisation in English or Mathematics.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course requirements

The Bachelor of Education (Primary) requires 320 credit points for completion. The course consists of four strands, with the break-down of credit points as follows:

- Christian Studies 30 credit points
- Education Studies 80 credit points
- Professional Experience 50 credit points
- Discipline Studies 150 credit points
- Elective Studies 10 credit points – contributes to a specialisation in English or Mathematics

Students will complete at least one Professional Experience in each of the following:

- early phase context (P-2);
- middle primary (3-4); and
- later primary (5-6)

Further information regarding course requirements is available on the [Bachelor of Education \(Primary\)](#) course page on the CHC website.

Entry requirements

Admission to the Bachelor of Education (Primary) is available in Semester 1 and Semester 2.

Educational qualifications

Applicants for the Bachelor of Education (Primary) must have successfully completed Year 12 studies and earned the Queensland Certificate of Education, or equivalent. Applicants must also have gained a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in the following:

- English; and
- Maths A, B or C; and
- any Queensland Curriculum and Assessment Authority (QCAA) Science subject.

Personal suitability requirements

Non-academic requirements

Applicants are to complete an on-line questionnaire and to submit a 1-2 page (approximately 1000 words) personal statement that addresses the following:

Category 1: Interest in Teaching and Children/Young People

Write approximately 500 words/a page about your motivation and suitability for teaching. You may consider the following prompts to frame your response:

- Who or What has inspired you to become a teacher?
- Why is teaching a good career choice?
- Why are you interested in teaching children/young people?
- What subjects are you interested in teaching and why?
- What does being a good teacher mean?
- What skills and abilities do you have that will make you a good teacher?

Category 2: Involvement in Personal Learning and Leadership Activities

Write approximately 500 words/a page about your involvement in learning and/or leadership activities that demonstrate capabilities such as:

- Willingness to learn,
- Conscientiousness,
- Resilience,
- Interpersonal and Communication Skills, and
- Organisation and planning skills.

Further details regarding the personal statement can be found on the [QTAC website](#).

Blue card eligibility

The teaching profession has legal requirements attached to the right to practise in that profession. Consequently, applicants must be eligible to obtain a Blue Card issued by the Department of Justice and Attorney-General of the Queensland government. Details regarding the Blue Card system can be found on the [Blue Card](#) website.

English language requirements

English language requirements apply to all applicants for whom English is not their first language. The minimum English language requirements for entry to the Bachelor of Education (Primary) are as follows:

- A minimum overall band score of 7.5 in IELTS (Academic) with a score of at least 8.0 for Listening and Speaking and a score of at least 7.0 for Reading and Writing; OR
- A score of at least 4 in each of the areas of Speaking, Listening, Reading and Writing in the ISLPR. The ISLPR test will only be accepted if it has been administered by Migrant Projects, TESOL Unit, Queensland University of Technology or by ISLPR Language Services, Mt Gravatt, Queensland.

English test results must be no more than two years old.

The requirement to demonstrate English language proficiency as stated above will apply to all applicants who do not have English as a first language with the exception of those students who are admitted via the following English admission pathway:

Satisfactory completion within the past five years (from Canada [excluding Quebec], New Zealand, Australia, Republic of Ireland, United States or United Kingdom) of senior secondary or accredited higher education sector studies of at least two years (full-time equivalent).

The Queensland College of Teachers requires graduating teachers to have evidence of English language requirements as stated above to demonstrate their English language proficiency prior to registration.

Bachelor of Education (Secondary) (ED23) and Bachelor of Arts/Bachelor of Education (Secondary) (CC23)

General information

The Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary) are four-year full-time courses which provide initial teacher education for people who wish to work in Secondary classroom settings (Years 7-12). They are designed to introduce students to the learning and developmental needs of children between 12-18 years of age.

The Bachelor of Education (Secondary) covers the curriculum and pedagogy for two teaching areas of equal weighting.

The Bachelor of Arts/Bachelor of Education (Secondary) covers the curriculum and pedagogy for one major teaching area in a Humanities area, and one minor teaching area.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course requirements

The Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary) each require 320 credit points for completion. The courses each consist of four strands, with the break-down of credit points as follows:

- Christian Studies 30 credit points
- Education Studies 80 credit points
- Professional Experience 50 credit points
- Discipline Studies 160 credit points

The Discipline Studies strands of the courses each contain 4 units (40 credit points) of curriculum and pedagogy units as well as 12 units (120 credit points) of discipline content units, which differ as follows:

- Bachelor of Education (Secondary)

Two teaching areas of six units (60 credit points) each comprising:

- Minimum of 2 introductory units; and
- Minimum of 3 advanced units.

- Bachelor of Arts/Bachelor of Education (Secondary)

One major of eight units (80 credit points) in a Humanities area comprising:

- Maximum of 3 introductory units; and
- Minimum of 5 advanced units, including minimum of 1 unit at 300-level.

One minor of four units (40 credit points) comprising:

- Maximum of 2 introductory units; and
- Minimum of 2 advanced units.

Introductory units are those that are listed as 100-level units, and advanced units are those that are listed as 200- or 300-level units.

Teaching areas in the Bachelor of Education (Secondary) are offered in Biblical Studies, Business Education, Drama, English, Health and Physical Education, History and Mathematics.

Majors in the Bachelor of Arts/Bachelor of Education (Secondary) are offered in Biblical Studies, Drama, English and History. Minors in the Bachelor of Arts/Bachelor of Education (Secondary) are offered in Accounting, Business Education, Biblical Studies, Drama, English, Health and Physical Education, History and Mathematics.

Further information regarding course requirements is available on the [Bachelor of Education \(Secondary\)](#) and [Bachelor of Arts/Bachelor of Education \(Secondary\)](#) course pages on the CHC website.

Entry requirements

Admission to the Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary) is available in Semester 1 and Semester 2.

Educational qualifications

Applicants for the Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary) must have successfully completed Year 12 studies and earned the Queensland Certificate of Education, or equivalent. Applicants must also have gained a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in the following:

- English; and
- Maths A, B or C.

Personal suitability requirements

Non-academic requirements

Applicants are to complete an on-line questionnaire and to submit a 1-2 page (approximately 1000 words) personal statement that addresses the following:

Category 1: Interest in Teaching and Children/Young People

Write approximately 500 words/a page about your motivation and suitability for teaching. You may consider the following prompts to frame your response:

- Who or What has inspired you to become a teacher?
- Why is teaching a good career choice?
- Why are you interested in teaching children/young people?
- What subjects are you interested in teaching and why?
- What does being a good teacher mean?
- What skills and abilities do you have that will make you a good teacher?

Category 2: Involvement in Personal Learning and Leadership Activities

Write approximately 500 words/a page about your involvement in learning and/or leadership activities that demonstrate capabilities such as:

- Willingness to learn,
- Conscientiousness,
- Resilience,
- Interpersonal and Communication Skills, and
- Organisation and planning skills.

Further details regarding the personal statement can be found on the [QTAC website](#).

Blue card eligibility

The teaching profession has legal requirements attached to the right to practise in that profession. Consequently, applicants must be eligible to obtain a Blue Card issued by the Department of Justice and Attorney-General of the Queensland government. Details regarding the Blue Card system can be found on the [Blue Card](#) website.

English language requirements

English language requirements apply to all applicants for whom English is not their first language. The minimum English language requirements for entry to the Bachelor of Education (Secondary) and Bachelor of Arts/Bachelor of Education (Secondary) are as follows:

- A minimum overall band score of 7.5 in IELTS (Academic) with a score of at least 8.0 for Listening and Speaking and a score of at least 7.0 for Reading and Writing; OR
- A score of at least 4 in each of the areas of Speaking, Listening, Reading and Writing in the ISLPR. The ISLPR test will only be accepted if it has been administered by Migrant Projects, TESOL Unit, Queensland University of Technology or by ISLPR Language Services, Mt Gravatt, Queensland.

English test results must be no more than two years old.

The requirement to demonstrate English language proficiency as stated above will apply to all applicants who do not have English as a first language with the exception of those students who are admitted via the following English admission pathway:

Satisfactory completion within the past five years (from Canada [excluding Quebec], New Zealand, Australia, Republic of Ireland, United States or United Kingdom) of senior secondary or accredited higher education sector studies of at least two years (full-time equivalent).

The Queensland College of Teachers requires graduating teachers to have evidence of English language requirements as stated above to demonstrate their English language proficiency prior to registration.

Master of Teaching (Primary) (ED54)

General information

The Master of Teaching (Primary) is a two-year full-time course which provides initial teacher education for people who wish to work in Primary classroom settings (Preparatory to Year 6). It is designed to introduce students to the learning and developmental needs of children between 5-12 years of age, and to cover the content, curriculum and pedagogy of the eight key learning areas, with a specialisation in English or Mathematics.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course requirements

The Master of Teaching (Primary) requires 160 credit points for completion. The course consists of three strands, with the break-down of credit points as follows:

- Christian Education 20 credit points
- Education Studies 50 credit points
- Curriculum, Learning and Teaching 90 credit points

Students will complete at least one Professional Experience in each of the following:

- early phase context (P-2);
- middle primary (3-4); and
- later primary (5-6)

Further information regarding course requirements is available on the [Master of Teaching \(Primary\)](#) course page on the CHC website.

Entry requirements

Admission to the Master of Teaching (Primary) is available in Semester 1 only.

Educational qualifications

Applicants for the Master of Teaching (Primary) must have successfully completed a bachelor degree or equivalent (minimum GPA 4.0) in a field other than education that includes at least one year (full time equivalent) relevant to one or more learning areas in the primary school curriculum.

Personal suitability requirements

Non-academic requirements

Applicants are to complete an on-line questionnaire and to submit a 1-2 page (approximately 1000 words) personal statement that addresses the following:

Category 1: Interest in Teaching and Children/Young People

Write approximately 500 words/a page about your motivation and suitability for teaching. You may consider the following prompts to frame your response:

- Who or What has inspired you to become a teacher?
- Why is teaching a good career choice?
- Why are you interested in teaching children/young people?
- What subjects are you interested in teaching and why?
- What does being a good teacher mean?
- What skills and abilities do you have that will make you a good teacher?

Category 2: Involvement in Personal Learning and Leadership Activities

Write approximately 500 words/a page about your involvement in learning and/or leadership activities that demonstrate capabilities such as:

- Willingness to learn,
- Conscientiousness,
- Resilience,
- Interpersonal and Communication Skills, and
- Organisation and planning skills.

Further details regarding the personal statement can be found on the [QTAC website](#).

Blue card eligibility

The teaching profession has legal requirements attached to the right to practise in that profession. Consequently, applicants must be eligible to obtain a Blue Card issued by the Department of Justice and Attorney-General of the Queensland government. Details regarding the Blue Card system can be found on the [Blue Card](#) website.

English language requirements

English language requirements apply to all applicants for whom English is not their first language. The minimum English language requirements for entry to the Master of Teaching (Primary) are as follows:

- A minimum overall band score of 7.5 in IELTS (Academic) with a score of at least 8.0 for Listening and Speaking and a score of at least 7.0 for Reading and Writing; OR
- A score of at least 4 in each of the areas of Speaking, Listening, Reading and Writing in the ISLPR. The ISLPR test will only be accepted if it has been administered by Migrant Projects, TESOL Unit, Queensland University of Technology or by ISLPR Language Services, Mt Gravatt, Queensland.

English test results must be no more than two years old.

The requirement to demonstrate English language proficiency as stated above will apply to all applicants who do not have English as a first language with the exception of those students who are admitted via the following English admission pathway:

Satisfactory completion within the past five years (from Canada [excluding Quebec], New Zealand, Australia, Republic of Ireland, United States or United Kingdom) of senior secondary or accredited higher education sector studies of at least two years (full-time equivalent).

The Queensland College of Teachers requires graduating teachers to have evidence of English language requirements as stated above to demonstrate their English language proficiency prior to registration.

Master of Teaching (Secondary) (ED55)

General information

The Master of Teaching (Secondary) is a two-year full-time course which provides initial teacher education for people who wish to work in Secondary classroom settings (Years 7-12). It is designed to introduce students to the learning and developmental needs of children between 12-18 years of age.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course requirements

The Master of Teaching (Secondary) requires 160 credit points for completion. The course consists of three strands, with the break-down of credit points as follows:

- Christian Education 20 credit points
- Education Studies 50 credit points
- Curriculum, Learning and Teaching 90 credit points

Further information regarding course requirements is available on the [Master of Teaching \(Secondary\)](#) course page on the CHC website.

Entry requirements

Admission to the Master of Teaching (Secondary) is available in Semester 1 only.

Educational qualifications

Applicants for the Master of Teaching (Secondary) must have successfully completed a bachelor degree or equivalent (minimum GPA 4.0) in a field other than education that includes at least a major study in one teaching area and, preferably, a second teaching area comprising at least a minor study.

Personal suitability requirements

Non-academic requirements

Applicants are to complete an on-line questionnaire and to submit a 1-2 page (approximately 1000 words) personal statement that addresses the following:

Category 1: Interest in Teaching and Children/Young People

Write approximately 500 words/a page about your motivation and suitability for teaching. You may consider the following prompts to frame your response:

- Who or What has inspired you to become a teacher?
- Why is teaching a good career choice?
- Why are you interested in teaching children/young people?
- What subjects are you interested in teaching and why?
- What does being a good teacher mean?
- What skills and abilities do you have that will make you a good teacher?

Category 2: Involvement in Personal Learning and Leadership Activities

Write approximately 500 words/a page about your involvement in learning and/or leadership activities that demonstrate capabilities such as:

- Willingness to learn,
- Conscientiousness,
- Resilience,
- Interpersonal and Communication Skills, and
- Organisation and planning skills.

Further details regarding the personal statement can be found on the [QTAC website](#).

Blue card eligibility

The teaching profession has legal requirements attached to the right to practise in that profession. Consequently, applicants must be eligible to obtain a Blue Card issued by the Department of Justice and Attorney-General of the Queensland government. Details regarding the Blue Card system can be found on the [Blue Card](#) website.

English language requirements

English language requirements apply to all applicants for whom English is not their first language. The minimum English language requirements for entry to the Master of Teaching (Secondary) are as follows:

- A minimum overall band score of 7.5 in IELTS (Academic) with a score of at least 8.0 for Listening and Speaking and a score of at least 7.0 for Reading and Writing; OR
- A score of at least 4 in each of the areas of Speaking, Listening, Reading and Writing in the ISLPR. The ISLPR test will only be accepted if it has been administered by Migrant Projects, TESOL Unit, Queensland University of Technology or by ISLPR Language Services, Mt Gravatt, Queensland.

English test results must be no more than two years old.

The requirement to demonstrate English language proficiency as stated above will apply to all applicants who do not have English as a first language with the exception of those students who are admitted via the following English admission pathway:

Satisfactory completion within the past five years (from Canada [excluding Quebec], New Zealand, Australia, Republic of Ireland, United States or United Kingdom) of senior secondary or accredited higher education sector studies of at least two years (full-time equivalent).

The Queensland College of Teachers requires graduating teachers to have evidence of English language requirements as stated above to demonstrate their English language proficiency prior to registration.

Section 10: Liberal Arts courses

Courses available

The following Liberal Arts courses are available to overseas students who are studying under the provisions of a student visa:

- Diploma of Liberal Arts: Foundations of Wisdom (MI02)
- Bachelor of Arts in the Liberal Arts (MI11)

Information regarding these courses is available on the following pages and on the individual course pages on the CHC website.

Other temporary visas

In addition to the courses listed above, the following Education and Humanities courses are available to overseas students who are studying under the provisions of another type of temporary visa:

- [Graduate Certificate in the Liberal Arts \(MI31\)](#)
- [Graduate Diploma in the Liberal Arts \(MI32\)](#)

Overseas students are to be aware that some non-CRICOS registered courses are offered on a part-time basis only. Information regarding these courses is available on the individual course pages on the CHC website.

Course duration and cost

The duration and cost of the Liberal Arts courses are as follows:

Course Name and Code	CRICOS Code	Course Length		Annual Tuition Fee ¹³	Total Tuition Fee ¹³
		Years (FTE)	Weeks	AUD	AUD
Diploma of Liberal Arts: Foundations of Wisdom (MI02)	092840J	1	52	19,160	19,160
Bachelor of Arts in the Liberal Arts (MI11)	092841G	3	156	19,160	57,480
Graduate Certificate in the Liberal Arts (MI31)	N/A	0.5	26	11,900	11,900
Graduate Diploma in the Liberal Arts (MI32)	N/A	1	52	23,800	23,800

Diploma of Liberal Arts: Foundations of Wisdom (MI02)

General information

The Diploma of Liberal Arts: Foundations of Wisdom is designed to provide students with a sampling of the key disciplines of the Liberal Arts. Students take at least two Christian worldview/theology units, and at least one unit each in philosophy, history and literature.

¹³ The 'Annual Tuition Fee' and 'Total Tuition Fee' amounts shown are based on 2018 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.

The Diploma of Liberal Arts: Foundations of Wisdom exists in a nested relationship with the Bachelor of Arts in the Liberal Arts and normally consists of a combination of first- and second-year units of that award.

Students who commence the Diploma of Liberal Arts: Foundations of Wisdom may apply to transfer their studies to the Bachelor of Arts in the Liberal Arts and articulate with full credit into the higher award.

Students who successfully complete the Diploma of Liberal Arts: Foundations of Wisdom may apply to enter the Bachelor of Arts in the Liberal Arts.

Students who are enrolled in the Bachelor of Arts in the Liberal Arts may exit with the Diploma of Liberal Arts: Foundations of Wisdom, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course Requirements

The Diploma of Liberal Arts: Foundations of Wisdom requires 80 credit points for completion.

Further information regarding course requirements is available on the [Diploma of Liberal Arts: Foundations of Wisdom](#) course page on the CHC website.

Entry requirements

Admission to the Diploma of Liberal Arts: Foundations of Wisdom is available in Semester 1.

Educational qualifications

Applicants for the Diploma of Liberal Arts: Foundations of Wisdom must have successfully completed Year 12 studies and earned the Queensland Certificate of Education (or equivalent) and have a notional ATAR of 74. It is assumed that applicants have a minimum grade of High Achievement (5 - HA) in English.

Additional entry requirements

Applicants must also submit a portfolio which will include:

- Year 12 school-based reports;
- a personal statement (500-700 words) outlining what the applicant seeks to achieve through the course and their rationale for undertaking studies in the liberal arts;
- a reflection (500-700 words) on three or more books describing how these have shaped the applicant's intellectual development.

Applicants will also be required to attend an interview.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 90 or better with no subscore lower than 20 (iBT: internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

Bachelor of Arts in the Liberal Arts (MI11)

General information

The Bachelor of Arts in the Liberal Arts provides foundational skills in critical reasoning, analysing, evaluating, calculating, writing and speaking, and equips students to discern meaning in the physical, logical, numerical, spatial, musical and moral orders of the universe. It also trains students to bring historical, literary, philosophical and theological perspectives to bear on central human questions from a Christian worldview perspective.

Students who commence the Diploma of Liberal Arts: Foundations of Wisdom may apply to transfer their studies to the Bachelor of Arts in the Liberal Arts and articulate with full credit into the higher award.

Students who successfully complete the Diploma of Liberal Arts: Foundations of Wisdom may apply to enter the Bachelor of Arts in the Liberal Arts.

Students who are enrolled in the Bachelor of Arts in the Liberal Arts may exit with the Diploma of Liberal Arts: Foundations of Wisdom, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course Requirements

The Bachelor of Arts in the Liberal Arts requires 240 credit points for completion.

Students may undertake majors in *history, literature, philosophy or theology*. The units that comprise the majors contain both core and elective units, and the particular units required by each major can be determined in discussion with Millis Institute staff. A major comprises eight units in a particular discipline, with a maximum of three units at 100-level and a minimum of five units at 200- and 300-level, including the prescribed capstone unit.

Students may also elect to not undertake a major and may choose to use their elective units to broaden their knowledge across different disciplines, such as Biblical Studies and Drama, and in other units offered by the Millis Institute. If students choose not to pursue a major, their five elective units must include a maximum of one 100-level unit and a minimum of one 300-level unit, and they must have accumulated the required prerequisites for any elective unit(s) chosen. Students who choose to not undertake a major are to discuss their course plans with the Course Coordinator.

Further information regarding course requirements is available on the [Bachelor of Arts in the Liberal Arts](#) course page on the CHC website.

Entry requirements

Admission to the Bachelor of Arts in the Liberal Arts is available in Semester 1 and Semester 2.

Educational qualifications

Applicants for the Bachelor of Arts in the Liberal Arts must have successfully completed Year 12 studies and earned the Queensland Certificate of Education (or equivalent) and have a notional ATAR of 74. It is assumed that applicants have a minimum grade of High Achievement (5 - HA) in English.

Additional entry requirements

Applicants must also submit a portfolio which will include:

- Year 12 school-based reports;
- a personal statement (500-700 words) outlining what the applicant seeks to achieve through the course and their rationale for undertaking studies in the liberal arts;
- a reflection (500-700 words) on three or more books describing how these have shaped the applicant's intellectual development.

Applicants will also be required to attend an interview.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 90 or better with no subscore lower than 20 (iBT: internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

Section 11: Ministries courses

Courses available

The following Ministries courses are available to overseas students who are studying under the provisions of a student visa:

- Diploma of Ministry (MS07)
- Bachelor of Ministry (MS11)
- Graduate Certificate in Ministry (MS43)
- Graduate Diploma in Ministry (MS44)

Information regarding these courses is available on the following pages and on the individual course pages on the CHC website.

Other temporary visas

In addition to the courses listed above, the following Ministries courses are available to overseas students who are studying under the provisions of another type of temporary visa:

- [Master of Ministry Leadership \(MS51\)](#)

Overseas students are to be aware that some non-CRICOS registered courses are offered on a part-time basis only. Information regarding these courses is available on the individual course pages on the CHC website.

Course duration and cost

The duration and cost of the Ministries courses are as follows:

Course Name and Code	CRICOS Code	Course Length		Annual Tuition Fee ¹⁴	Total Tuition Fee ¹⁴
		Years (FTE)	Weeks	AUD	AUD
Diploma of Ministry (MS07)	056901M	1	52	19,160	19,160
Bachelor of Ministry (MS11)	020767J	3	156	19,160	57,480
Graduate Certificate in Ministry (MS43)	050094G	0.5	26	10,600	10,600
Graduate Diploma in Ministry (MS44)	045358J	1	52	21,200	21,200
Master of Ministry Leadership (MS51)	N/A	1	52	23,800	23,800

Provider arrangements

The Ministries courses provided by CHC are delivered by [Citipointe Ministry College](#) (CMC). CMC is the ministry college of Citipointe Church Brisbane, as well as being the School of Ministries of CHC. CMC staff, while employed by Citipointe Church, have representation on the peak CHC academic and management bodies and follow CHC academic policies and procedures. The quality of all aspects of the School of Ministries courses and their delivery by CMC are assured by Christian Heritage College.

¹⁴ The 'Annual Tuition Fee' and 'Total Tuition Fee' amounts shown are based on 2018 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.

Diploma of Ministry (MS07)

General information

The Diploma of Ministry is a one-year full-time course which provides an initial preparation for Christian ministry. It is structured to accommodate students who desire studies at degree level as preparation either for further study or as foundational for their ministry calling and offers students opportunity to begin preparing for evangelical/charismatic Christian ministry and leadership. It also prepares students for ancillary ministry and vocational roles which require the integrating of biblical and theological knowledge with the practice of ministry and allows people with life or ministry experience the opportunity to gain formal qualifications for ministry in the church and the wider society.

The Diploma of Ministry fulfils the ordination requirements of [International Network of Churches](#) (INC) as a senior pastor.

The Diploma of Ministry exists in a nested relationship with the Bachelor of Ministry and normally consists of the first year of that award.

Students who commence the Diploma of Ministry may apply to transfer their studies to the Bachelor of Ministry and articulate with full credit into the higher award.

Students who successfully complete the Diploma of Ministry may apply to enter the Bachelor of Ministry.

Students who are enrolled in the Bachelor of Ministry may exit with the Diploma of Ministry, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course Requirements

The Diploma of Ministry requires 80 credit points for completion.

Further information regarding course requirements is available on the [Diploma of Ministry](#) course page on the CHC website.

Entry requirements

Admission to the Diploma of Ministry is available in Semester 1 and Semester 2.

Educational qualifications

Applicants for the Diploma of Ministry must have successfully completed Year 12 studies and earned the Queensland Certificate of Education (or equivalent).

It is assumed that applicants have a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in English.

Personal suitability requirements

Since scholastic achievement is not the sole requirement in ministry, additional factors are considered in assessing applicants' suitability for entry into the Diploma of Ministry.

Applicants are asked to submit a personal statement outlining their Christian experience, their understanding of their call to ministry and reasons for seeking to enter the course. Students are also expected to provide, through a pastoral reference, evidence of aptitude and potential for ministry service in terms of temperament, personal qualities, interests and attitude.

An interview with the Course Coordinator will be conducted with individual applicants.

The criteria against which an applicant's personal suitability for entry to the Diploma of Ministry is assessed are:

- Recommendation by the applicant's local church Pastor/Minister;
- Personal alignment with the doctrinal values within the evangelical/charismatic tradition, as expressed in the *Citipointe Ministry College Statement of Faith and Code of Ministry Ethics*; and
- Agreement to adhere to the *Citipointe Ministry College Code of Ministry Ethics*.

These criteria are assessed through the triangulation of information collected through each applicant's personal statement, pastoral referee report and interview.

The *Citipointe Ministry College Statement of Faith and Code of Ministry Ethics* is available upon request from the School of Ministries.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 90 or better with no subscore lower than 20 (iBT: internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

Other course requirements

All full-time internal students (and, where possible, external students) are required to be actively involved in worship and devotional meetings, ministry seminars, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.

All full-time internal students are required to attend tertiary writing skills classes to promote good academic practice, unless granted exemption by the Board of Studies.

Students must make application for a Blue Card (or equivalent) and have received this card prior to engaging in ministry with children and young people under the age of 18 years of age within the course of their ministry practice units. The requirements for obtaining a Blue Card can be found on the [Blue Card](#) website.

Bachelor of Ministry (MS11)

General information

The Bachelor of Ministry is a three-year full-time course which offers an initial professional award for Christian ministry and leadership. It provides a broad understanding of ministry which prepares students to fulfil a variety of full-time ministry roles within local churches and wider society, as well as biblical, theological and ministry knowledge and their fundamental principles and tenets. It develops students' academic skills for lifelong learning and is designed to provide the practical skills required to function effectively in a professional ministry context.

For students who, while undertaking the Bachelor of Ministry, re-evaluate their personal suitability and readiness for ministry, the Diploma of Ministry provides an early exit point (subject to the completion of requirements).

Students who commence either the Diploma of Ministry may apply to transfer their studies to the Bachelor of Ministry and articulate with full credit into the higher award.

Students who successfully complete the Diploma of Ministry may apply to enter the Bachelor of Ministry.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course Requirements

The Bachelor of Ministry requires 240 credit points for completion.

Further information regarding course requirements is available on the [Bachelor of Ministry](#) course page on the CHC website.

Entry Requirements

Admission to the Bachelor of Ministry is available in Semester 1 and Semester 2.

Educational requirements

Applicants for the Bachelor of Ministry must have successfully completed Year 12 studies and earned the Queensland Certificate of Education, or equivalent.

It is assumed that applicants have a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in English.

Personal suitability requirements

Since scholastic achievement is not the sole requirement in ministry, additional factors are considered in assessing applicants' suitability for entry into the course.

Applicants are asked to submit a personal statement outlining their Christian experience, their understanding of their call to ministry and reasons for seeking to enter the course. Students are also expected to provide, through a pastoral reference, evidence of aptitude and potential for ministry service in terms of temperament, personal qualities, interests and attitude.

An interview with the Course Coordinator will be conducted with individual applicants.

The criteria against which an applicant's personal suitability for entry to the Bachelor of Ministry is assessed are:

- Recommendation by the applicant's local church Pastor/Minister;
- Personal alignment with the doctrinal values within the evangelical/charismatic tradition, as expressed in the *Citipointe Ministry College Statement of Faith and Code of Ministry Ethics*; and
- Agreement to adhere to the *Citipointe Ministry College Code of Ministry Ethics*.

These criteria are assessed through the triangulation of information collected through each applicant's personal statement, pastoral referee report and interview.

The *Citipointe Ministry College Statement of Faith and Code of Ministry Ethics* is available upon request from the School of Ministries.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 90 or better with no subscore lower than 20 (iBT: internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

Other course requirements

All full-time internal students (and, where possible, external students) are required to be actively involved in worship and devotional meetings, ministry seminars, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.

All full-time internal students are required to attend tertiary writing skills classes to promote good academic practice, unless granted exemption by the Board of Studies.

Students must make application for a Blue Card (or equivalent) and have received this card prior to engaging in ministry with children and young people under the age of 18 years of age within the course of their ministry practice units. The requirements for obtaining a Blue Card can be found on the [Blue Card](#) website.

Graduate Certificate in Ministry (MS43)

General information

The Graduate Certificate in Ministry is a one-semester full-time course. As an introductory postgraduate award, it offers the Christian professional a biblical, theological and ministry foundation to support their vocation and introduces students to the core elements of Christian ministry. Many Christians choose care-based professions that they consider to be their ministry in society. The Graduate Certificate in Ministry therefore affords students an initial grounding in the disciplines that undergird such a ministry; it also offers students who are reassessing their profession an introduction to vocational knowledge and skills in a new professional area. The course provides opportunity for students to begin preparing for ministry in an evangelical/charismatic setting or leadership position.

Students who commence the Graduate Certificate in Ministry may apply to transfer their studies to the Graduate Diploma in Ministry and articulate with full credit into the higher award.

Students who successfully complete with the Graduate Certificate in Ministry may apply to enter the Graduate Diploma in Ministry.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course requirements

The Graduate Certificate in Ministry requires 40 credit points for completion.

Further information regarding course requirements is available on the [Graduate Certificate in Ministry](#) course page on the CHC website.

Entry requirements

Entry to the Graduate Certificate in Ministry is available in Semester 1 and Semester 2. Applicants are advised that the units that are available to students will differ according to the semester of entry due to the modes in which particular units are delivered and student visa conditions that restrict the amount of a course that can be undertaken in the external delivery mode to a total of 25%. Prospective students should contact the School of Ministries to determine if the units that are available in either Semester 1 or Semester 2 are those in which they are interested.

Educational requirements

Applicants for the Graduate Certificate in Ministry must have successfully completed an undergraduate degree in a field other than Ministry, or equivalent.

Personal suitability requirements

Since scholastic achievement is not the sole requirement in ministry, additional factors are considered in assessing applicants' suitability for entry into the course.

Applicants are asked to submit a personal statement outlining their Christian experience, their understanding of their call to ministry and reasons for seeking to enter the course. Students are also expected to provide, through a pastoral and other reference, evidence of aptitude and potential for ministry service in terms of temperament, personal qualities, interests and attitude.

An interview with the Course Coordinator will be conducted with individual applicants.

The criteria against which an applicant's personal suitability for entry to the Graduate Certificate in Ministry is assessed are:

- Recommendation by the applicant's local church Pastor/Minister;
- Personal alignment with the doctrinal values within the evangelical/charismatic tradition, as expressed in the *Citipointe Ministry College Statement of Faith and Code of Ministry Ethics*; and
- Agreement to adhere to the *Citipointe Ministry College Code of Ministry Ethics*.

These criteria are assessed through the triangulation of information collected through each applicant's personal statement, pastoral referee report and interview.

The *Citipointe Ministry College Statement of Faith and Code of Ministry Ethics* is available upon request from the School of Ministries.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 90 or better with no subscore lower than 20 (iBT: internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

Other course requirements

All full-time internal students (and, where possible, external students) are required to be actively involved in worship and devotional meetings, ministry seminars, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.

Graduate Diploma in Ministry (MS44)

General information

The Graduate Diploma in Ministry is a one-year full-time course. As an introductory postgraduate award, it offers the Christian professional a biblical, theological and ministry foundation to support their vocation. Many Christians choose care-based professions that they consider to be their ministry in society. The Graduate Diploma in Ministry affords the student an initial grounding in the disciplines that undergird such a ministry.

Further, the Graduate Diploma in Ministry offers students who are reassessing their profession an introduction to vocational knowledge and skills in a new professional area. The course provides opportunity for students to begin preparing for ministry in an evangelical/charismatic setting or leadership position.

For students who, while undertaking the Graduate Diploma in Ministry, re-evaluate their personal suitability and readiness for ministry, the Graduate Certificate in Ministry provides an early exit point (subject to the completion of requirements).

Students who commence the Graduate Certificate in Ministry may apply to transfer their studies to the Graduate Diploma in Ministry and articulate with full credit into the higher award.

Students who successfully complete with the Graduate Certificate in Ministry may apply to enter the Graduate Diploma in Ministry.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course requirements

The Graduate Diploma in Ministry requires 80 credit points for completion.

Further information regarding course requirements is available on the [Graduate Diploma in Ministry](#) course page on the CHC website.

Entry requirements

Admission to the Graduate Diploma in Ministry is available in Semester 1 and Semester 2.

Educational requirements

Applicants for the Graduate Diploma in Ministry must have successfully completed an undergraduate degree in a field other than Ministry, or equivalent, or a Graduate Certificate in Ministry, or equivalent.

Personal suitability requirements

Since scholastic achievement is not the sole requirement in ministry, additional factors are considered in assessing applicants' suitability for entry into the course.

Applicants are asked to submit a personal statement outlining their Christian experience, their understanding of their call to ministry and reasons for seeking to enter the course. Students are also expected to provide, through a pastoral and other reference, evidence of aptitude and potential for ministry service in terms of temperament, personal qualities, interests and attitude. An interview with the Course Coordinator will also be conducted with individual applicants.

The criteria against which an applicant's personal suitability for entry to the Graduate Diploma in Ministry is assessed are:

- Recommendation by the applicant's local church Pastor/Minister;
- Personal alignment with the doctrinal values within the evangelical/charismatic tradition, as expressed in the *Citipointe Ministry College Statement of Faith and Code of Ministry Ethics*; and
- Agreement to adhere to the *Citipointe Ministry College Code of Ministry Ethics*.

These criteria are assessed through the triangulation of information collected through each applicant's personal statement, pastoral referee report and interview.

The *Citipointe Ministry College Statement of Faith and Code of Ministry Ethics* is available upon request from the School of Ministries.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 90 or better with no subscore lower than 20 (iBT: internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

Other course requirements

All full-time internal students (and, where possible, external students) are required to be actively involved in worship and devotional meetings, ministry seminars, outreach and missions programs and workshops for the ongoing enrichment and development of personal and community life.

Section 12: Social Sciences courses

Courses available

The following Social Sciences courses are available to overseas students who are studying under the provisions of a student visa:

- Diploma of Social Science (SS04)
- Bachelor of Applied Social Science (SS17)
- Bachelor of Counselling (SS18)
- Master of Counselling (SS51)
- Master of Social Science Leadership (SS54)

Information regarding these courses is available on the following pages and on the individual course pages on the CHC website.

Other temporary visas

All courses listed above are available to overseas students who are studying under the provisions of another type of temporary visa.

- [Graduate Certificate in Social Science Leadership \(SS31\)](#)
- [Graduate Certificate in Neuropsychotherapy \(SS33\)](#)

Overseas students are to be aware that some non-CRICOS registered courses are offered on a part-time basis only. Information regarding these courses is available on the individual course pages on the CHC website.

Course duration and cost

The duration and cost of the Social Sciences courses are as follows:

Course Name and Code	CRICOS Code	Course Length		Annual Tuition Fee ¹⁵	Total Tuition Fee ¹⁵
		Years (FTE)	Weeks	AUD	AUD
Diploma of Social Science (SS04)	076204D	1	52	19,160	19,160
Bachelor of Applied Social Science (SS17)	092836E	3	156	19,160	57,480
Bachelor of Counselling (SS18)	076206B	3	156	19,160	57,480
Master of Counselling (SS51)	075672F	2	104	23,800	49,700
Master of Social Science Leadership (SS54)	092838C	1.5	78	23,800	35,700
Graduate Certificate in Social Science Leadership (SS31)	N/A	0.5	26	11,900	11,900
Graduate Certificate in Neuropsychotherapy (SS33)	N/A	0.5	26	11,900	11,900

¹⁵ The 'Annual Tuition Fee' and 'Total Tuition Fee' amounts shown are based on 2018 fees rates. Tuition fees for overseas students are reviewed annually and are subject to annual increase. The revised annual tuition fees for a particular year apply to all overseas students who are enrolled at CHC in that year, not to commencing students only.

Diploma of Social Science (SS04)

General information

The Diploma of Social Science is designed to provide students with practical and theoretical knowledge and concepts with some depth relating to applied social sciences discipline areas. It emphasises theoretical understandings of diverse groups of human beings, the issues they face in contemporary society, and an understanding of the knowledge, roles and skills required of those working in applied social sciences contexts.

The Diploma of Social Science exists in a nested relationship with the Bachelor of Applied Social Science and Bachelor of Counselling and normally consists of the first year of the higher awards.

Students who commence the Diploma of Social Science may apply to transfer their studies to the Bachelor of Applied Social Science or Bachelor of Social Science (Counselling) and articulate with full credit into the higher awards.

Students who successfully complete the Diploma of Social Science may apply to enter the Bachelor of Applied Social Science or Bachelor of Social Science (Counselling).

Students who are enrolled in the Bachelor of Applied Social Science or Bachelor of Social Science (Counselling) may exit with the Diploma of Social Science, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course requirements

The Diploma of Social Science requires 80 credit points for completion. The course comprises a program of core units.

Further information regarding course requirements is available on the [Diploma of Social Science](#) course page on the CHC website.

Entry Requirements

Admission to the Diploma of Social Science is available in Semester 1 and Semester 2.

Educational requirements

Applicants for the Diploma of Social Science must have successfully completed Year 12 studies and earned the Queensland Certificate of Education, or equivalent.

It is assumed that applicants have a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in English.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 90 or better with no subscore lower than 20 (iBT: internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

Bachelor of Applied Social Science (SS17)

General information

The Bachelor of Applied Social Science is designed to provide students with broad and coherent knowledge and skills for professional work and future learning in applied social science discipline areas. Broadly speaking, it reflects a desire to engage meaningfully and positively with the important questions of human experience, to the development of the individual, to the improvement of society and to the development of skills and understandings in the area of people helping. Specifically, the course has emphases in theoretical understanding of, and practical skills working with, diverse groups of human beings and the issues they face in modern society, and of the roles and skills required of those working in contemporary applied social sciences contexts.

Students who commence the Diploma of Social Science may apply to transfer their studies to the Bachelor of Applied Social and articulate with full credit into the higher award.

Students who successfully complete the Diploma of Social Science may apply to enter the Bachelor of Applied Social Science.

Students who are enrolled in the Bachelor of Applied Social Science may exit with the Diploma of Social Science, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course requirements

The Bachelor of Applied Social Science requires 240 credit points for completion.

The first year of the course comprises a program of core units that introduce students to concepts regarding Christian worldview, the skills and processes required for academic and professional communication within a higher education context, and foundational knowledge and understanding associated with the applied social sciences. The second and third years of the course comprise further core units and the opportunity for students to undertake a specialisation within one of the following discipline areas:

- Disability and aged care;
- Family support and child protection; and
- Human behaviour.

Within their specialisation, students undertake either a *practicum* stream or a *coursework* stream. Both streams contain a series of discipline-specific units that address the theory, skills, current and emerging issues of, and reflective practice within, the area of specialisation. Students who engage in the *practicum* stream undertake 400 hours of practicum across a number of units, while the *coursework* stream allows students to engage in research- and project-based units.

Further information regarding course requirements is available on the [Bachelor of Applied Social Science](#) course page on the CHC website.

Practicums

Students who undertake the *practicum* stream in the Bachelor of Applied Social Science engage in 400 hours of practicum that are undertaken in various industry-based placements under the supervision of qualified and experienced personnel. Practicums challenge students to implement the skills and understandings they have gained in their studies in order to demonstrate their effectiveness in real-life contexts.

As well as engaging in the range of activities undertaken within the particular placements, students will be involved with mentors in discussing, reflecting upon and reviewing the issues raised and strategies employed in the context of the placement in order for personal growth and critical evaluation to occur. The development of students' working relationship with their mentors is an important part of the placement experience as a means of ensuring appropriate supervision and accountability for graduates of the course in their future practice.

Further details of practicum requirements are available from the School of Social Sciences Practicum Office.

Entry Requirements

Admission to the Bachelor of Applied Social Science is available in Semester 1 and Semester 2.

Educational requirements

Applicants for the Bachelor of Applied Social Science must have successfully completed Year 12 studies (or equivalent). It is assumed that applicants have a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in English.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 90 or better with no subscore lower than 20 (iBT: internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

Bachelor of Counselling (SS18)

General information

The Bachelor of Counselling is a three-year full-time course that provides entry-level training for counsellors. It provides a wide-ranging overview of counselling frameworks and skills, ethical practice and socio-cultural study, and aims to develop generalist counselling skills with a Bible-based Christ-centred worldview while using initiative and judgment in planning, problem solving and decision-making related to counselling and the social science disciplines. Features of the course include the introduction to counselling theory and practice and exposure to social science theories as well as neuroscience research. Graduates are also expected to be able to work collaboratively with other related professionals.

The Bachelor of Counselling enables students to fulfil the academic criteria, and some of the practical experience criteria, for registered membership of relevant professional associations ([Christian Counsellors Association of Australia](#) and [Queensland Counsellors Association](#)), as well as those on the register of the [Psychotherapy and Counselling Federation of Australia](#) (PACFA). Further information regarding memberships is available from the School of Social Sciences.

Students who commence the Diploma of Social Science may apply to transfer their studies to the Bachelor of Counselling and articulate with full credit into the higher award.

Students who successfully complete the Diploma of Social Science may apply to enter the Bachelor of Counselling.

Students who are enrolled in the Bachelor of Counselling may exit with the Diploma of Social Science, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course requirements

The Bachelor of Counselling requires 240 credit points for completion.

The first year of the course comprises a program of core units that introduce students to concepts regarding Christian worldview, the skills and processes required for academic and professional communication within a higher education context, and foundational knowledge and understanding associated with the applied social sciences and counselling. The second and third years of the course comprise core units in counselling knowledge, skills and application, and two specialist counselling elective units.

Further information regarding course requirements is available on the [Bachelor of Counselling](#) course page on the CHC website.

Practicums

Students who are enrolled in the Bachelor of Counselling engage in 200 hours of practicum that are undertaken in various counselling-based placements under the supervision of qualified and experienced personnel. Practicums challenge students to implement the skills and understandings they have gained in their studies in order to demonstrate their effectiveness in real-life contexts.

As well as engaging in the range of activities undertaken within the particular placements, students will be involved with mentors in discussing, reflecting upon and reviewing the issues raised and strategies employed in the context of the placement in order for personal growth and critical evaluation to occur. The development of students' working relationship with their mentors is an important part of the placement experience as a means of ensuring appropriate supervision and accountability for graduates of the course in their future practice.

Further details of practicum requirements are available from the School of Social Sciences Practicum Manager.

Entry Requirements

Admission to the Bachelor of Counselling is available in Semester 1 and Semester 2.

Educational requirements

To qualify for entry to the Bachelor of Counselling, applicants must have successfully completed Year 12 studies and earned a Queensland Certificate of Education, or equivalent. It is assumed that applicants have a minimum grade of Sound Achievement (SA - QCAA), or equivalent, in English.

Candidates who hold a PACFA-accredited qualification are not eligible for admission to this course.

Personal suitability requirements

Since scholastic achievement is not the sole requirement in becoming an effective counselling practitioner, additional factors are considered in assessing applicants' suitability for entry into the course. In accordance with the requirements of the *Psychotherapy and Counselling Federation of Australia (PACFA) Training Standards (2014, p. 2)*, personal suitability is measured against the following standards:

1.1 Principles

- 1.1.1 Students need to demonstrate the presence of some fundamental human capacities as a pre-requisite for beginning training as a psychotherapist/counsellor. These capacities can be demonstrated through live interviews, observing student's participation in an experiential workshop, referees, etc.
- 1.1.2 Students need to demonstrate the capacity to relate in a facilitative way with others and to reflect on and examine the impact of these actions.
- 1.1.3 Since therapy is fundamentally a relational art, students should demonstrate a relational capacity. This could be in a one-to-one therapeutic situation or, especially if the therapeutic modality involves couples/family/group work, an ability to work with a group or team.
- 1.1.4 Students should demonstrate a capacity to understand and practice ethical behaviour and be prepared to follow a code of ethics, which is an integrated part of the training program.
- 1.1.5 The above qualities presume a certain level of mature life experience on the part of the applicant, and this is shown by the capacity to reflect on and learn from experience, including being open to positive and challenging feedback.

1.2 Process

- 1.2.1 The process of selection should be non-discriminatory on the grounds of gender, class, cultural background, sexual preference, disability or beliefs.

The criteria against which an applicant's personal suitability for entry to the Bachelor of Counselling is assessed are:

- Recommendation by two personal referee's reports (questions are standardised for each applicant);
- Capacity to provide evidence, through a personal statement and at an interview with a panel of appropriate members of the School of Social Sciences, of aptitude and potential for counselling in terms of self-awareness, relational capacity and ability to understand and practice ethical behaviour within the context of relevant life experience and overall personal maturity (information is provided regarding the requirements of the personal statement, including a list of topics to address; interview questions are standardised for each applicant);
- Preparedness to complete a minimum of 30 hours of personal counselling while enrolled in the course; and
- Agreement to adhere to the *Psychotherapy and Counselling Federation of Australia (PACFA) Code of Ethics*.

These criteria are assessed through the triangulation of information collected through each applicant's personal statement, referee reports and interview.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their secondary schooling, or tertiary studies of at least one year, was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 90 or better with no subscore lower than 20 (iBT: internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

Master of Counselling (SS51)

General information

The Master of Counselling is a two-year full-time course that provides an initial or further professional qualification in counselling for people who have a previous Bachelor-level qualification in another field, and which has a strong focus on contemporary counselling, social science theory, and professional practice. While it is a 'first training' course that provides students with the opportunity to develop a clear focus area for their practice through their choice of electives, it also is developed with the understanding that students came with a set of skills and knowledge from prior qualifications as well as deep life experiences. The aim of the course is to provide graduates with the practical skills and theoretical foundation needed to work as a professional counsellor.

The Master of Counselling enables students to fulfil the academic criteria, and some of the practical experience criteria, for registered membership of relevant professional associations ([Christian Counsellors Association of Australia](#) and [Queensland Counsellors Association](#)), as well as those on the register of the [Psychotherapy and Counselling Federation of Australia](#) (PACFA). Further information regarding memberships is available from the School of Social Sciences.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course requirements

The Master of Counselling requires 160 credit points for completion.

The course comprises a program of core units and three counselling elective units, two of which must be completed in the same area of study. The areas of study from which students may choose elective units are:

- Child and Adolescent Counselling;
- Family and Relationship Counselling; and
- Trauma Counselling.

Further information regarding course requirements is available on the [Master of Counselling](#) course page on the CHC website.

Practicums

Students who are enrolled in the Master of Counselling engage in 200 hours of practicum that are undertaken in various counselling-based placements under the supervision of qualified and experienced personnel. Practicums challenge students to implement the skills and understandings they have gained in their studies in order to demonstrate their effectiveness in real-life contexts.

As well as engaging in the range of activities undertaken within the particular placements, students will be involved with mentors in discussing, reflecting upon and reviewing the issues raised and strategies employed in the context of the placement in order for personal growth and critical evaluation to occur. The development of students' working relationship with their mentors is an important part of the placement experience as a means of ensuring appropriate supervision and accountability for graduates of the course in their future practice.

Further details of practicum requirements are available from the School of Social Sciences Practicum Manager.

Entry Requirements

Admission to the Master of Counselling is available in Semester 1 and Semester 2.

Educational requirements

To qualify for entry to the Master of Counselling, applicants must hold a Bachelor or higher qualification (or equivalent) in any field.

Candidates who hold a PACFA-accredited qualification, such as a Bachelor of Counselling, are not eligible for admission to this course.

Personal suitability requirements

Since scholastic achievement is not the sole requirement in becoming an effective counselling practitioner, additional factors are considered in assessing applicants' suitability for entry into the course. In accordance with the requirements of the *Psychotherapy and Counselling Federation of Australia (PACFA) Training Standards (2014, p. 2)*, personal suitability is measured against the following standards:

1.1 Principles

- 1.1.1 Students need to demonstrate the presence of some fundamental human capacities as a pre-requisite for beginning training as a psychotherapist/counsellor. These capacities can be demonstrated through live interviews, observing student's participation in an experiential workshop, referees, etc.
- 1.1.2 Students need to demonstrate the capacity to relate in a facilitative way with others and to reflect on and examine the impact of these actions.
- 1.1.3 Since therapy is fundamentally a relational art, students should demonstrate a relational capacity. This could be in a one-to-one therapeutic situation or, especially if the therapeutic modality involves couples/family/group work, an ability to work with a group or team.
- 1.1.4 Students should demonstrate a capacity to understand and practice ethical behaviour and be prepared to follow a code of ethics, which is an integrated part of the training program.
- 1.1.5 The above qualities presume a certain level of mature life experience on the part of the applicant, and this is shown by the capacity to reflect on and learn from experience, including being open to positive and challenging feedback.

1.2 Process

- 1.2.1 The process of selection should be non-discriminatory on the grounds of gender, class, cultural background, sexual preference, disability or beliefs.

The criteria against which an applicant's personal suitability for entry to the Bachelor of Social Science (Counselling) is assessed are:

- Recommendation by two personal referee's reports (questions are standardised for each applicant);
- Capacity to provide evidence, through a personal statement and at an interview with a panel of appropriate members of the School of Social Sciences, of aptitude and potential for counselling in terms of self-awareness, relational capacity and ability to understand and practice ethical behaviour within the context of relevant life experience and overall personal maturity (information is provided regarding the requirements of the personal statement, including a list of topics to address; interview questions are standardised for each applicant);

- Preparedness to complete a minimum of 30 hours of personal counselling while enrolled in the course; and
- Agreement to adhere to the *Psychotherapy and Counselling Federation of Australia (PACFA) Code of Ethics*.

These criteria are assessed through the triangulation of information collected through each applicant's personal statement, referee reports and interview.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their previous Bachelor or higher qualification was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 90 or better with no subscore lower than 20 (iBT: internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

Master of Social Science Leadership (SS54)

General information

The Master of Social Science Leadership is designed to facilitate the acquisition of advanced leadership knowledge and skills within specific social sciences professional practice contexts. Contemporary social realities require an ever-deepening understanding of professional social sciences practices that enable practitioners to engage more successfully with their spheres of influence. The course is designed to further equip practitioners in social sciences fields to better handle the roles and responsibilities that potential career advancement may bring. It also promotes critical thinking and reflection, theoretical understandings of team and project leadership and other leadership skills, Christian worldview integration and application, and research skills and experience in those who already possess a foundational understanding of the social sciences.

The Graduate Certificate in Social Science Leadership exists in a nested relationship with the Master of Social Science Leadership and normally consists of the first semester of the higher award.

Students who commence the Graduate Certificate in Social Science Leadership may apply to transfer their studies to the Master of Social Science Leadership and articulate with full credit into the higher award.

Students who successfully complete the Graduate Certificate in Social Science Leadership may apply to enter the Master of Social Science Leadership.

Students who are enrolled in the Master of Social Science Leadership may exit with the Graduate Certificate in Social Science Leadership, subject to the completion of course requirements.

Transfer of Credit

Students may apply for transfer of credit from previous studies/prior learning. Such applicants will be subject to the normal transfer of credit protocols as outlined in CHC Policy: *Transfer of Credit for Overseas Students*.

Course requirements

The Master of Social Science Leadership requires 120 credit points for completion. The course comprises a program of core units.

Further information regarding course requirements is available on the [Master of Social Science Leadership](#) course page on the CHC website.

Entry Requirements

Educational requirements

Applicants for the Master of Social Science Leadership must have successfully completed a Bachelor or higher qualification in the Social Sciences or a closely related discipline, or the Graduate Certificate in Social Science Leadership.

English language requirements

Applicants for whom English is not their first language must provide certified documentary evidence that:

- their previous Bachelor or higher qualification was conducted in the English language; or
- they have satisfactory results in an acceptable English Language Proficiency examination (see below). This test must have been conducted less than two years prior to application to CHC.

<i>English Language Proficiency examination</i>	<i>Minimum result required</i>
IELTS (International English Language Testing System)	6.5 overall, with a minimum of 6.0 in all subtests
ISLPR (International Second Language Proficiency Rating)	Not accepted by CHC
TOEFL (Test of English as a Foreign Language)	575 or better (pBT; paper-based) 90 or better with no subscore lower than 20 (iBT: internet-based)
STAT (Special Tertiary Admissions Test)	156 or higher in the Verbal component of the STAT

Section 13: How to apply to CHC

Christian Heritage College (CHC) welcomes applications from prospective overseas students who are over the age of 18 at the commencement of their studies.

Entry requirements for courses

All courses at CHC require minimum academic and English language requirements to be met in order for admission to be granted to those courses. Personal suitability requirements also apply to particular courses.

The entry requirements for the courses offered by CHC are specified in the School sections in this Guide and also on individual course pages on the CHC website.

Education agents

CHC uses education agents to recruit students from selected regions. Prospective students from countries that are represented by the agents used by CHC must apply to CHC through the education agents indicated. Applications will not be accepted if they are not received through the specified agent.

Information regarding the Education Agents used by CHC, including the countries they represent for CHC, their contact details and links to their websites, can be found on the [Education Agents](#) page of the CHC website.

Prospective students who are from other regions may apply directly to CHC.

How to apply for admission

To apply for admission to a course at CHC, follow the steps below:

1. Complete an *Application for Admission (Overseas Students)* form available on the CHC website.
2. Submit certified copies of passport information and all other relevant documents (as applicable), such as previous qualifications, transfer of credit documentation and current visa information. The documentation required will differ according to the course for which application is made and is specified on the *Application for Admission (Overseas Students)* form.
3. Submit the application, together with the application fee.

Applicants who are completing Year 12 in Australia may apply to CHC through the [Queensland Tertiary Admissions Centre](#) (QTAC). Details regarding QTAC applications are available on the QTAC website.

Closing dates for on-time applications

The closing dates for on time applications for admission from overseas applicants are:

Semester 1

- Applying from overseas - 1 November 2018
- Applying from within Australia (current visa holders) - 14 February 2019

Semester 2

- Applying from overseas - 1 May 2019
- Applying from within Australia (current visa holders) - 10 June 2019

Applications may be made after these dates for the respective semesters: however, overseas applicants should be aware that visa application processes can be lengthy and that late applications may mean that visa approvals are not granted in time for the beginning of the desired semester. No late fees apply to the submission of applications after the closing dates.

Entry is not available in Semester 3.

Applications will be processed in order of receipt and must be complete applications, which means that all required documentation has been included and all required fees have been paid. Where further documentation is requested, or fees have not been paid, the application is not considered to be complete until these have been received. Applications that are not complete will not be processed until such time as they are complete, and the date of application will be the date on which the application is complete.

Please note that a quota applies to the number of overseas students who will be given entry to CHC courses in any single admissions period. CHC reserves the right to vary this quota and to offer places above the stated quota. In the event that the quota is reached for an admissions period, applications for that admissions period will be closed and information posted on the CHC website.

Transfer of credit

All arrangements regarding transfer of credit are governed by CHC Policy: *Transfer of Credit for Overseas Students*.

If you have completed previous higher education studies, or other prior formal training, work experiences and/or life experiences, you may be granted transfer of credit towards your course at CHC where these previous studies and prior training and/or experiences are comparable with CHC course requirements.

It is your responsibility to make application for transfer of credit. While CHC staff may be able to make suggestions and give advice, the onus is on students to complete the appropriate application form(s), assemble the necessary documentation and submit the application(s).

A non-refundable application fee is charged to cover the costs of processing applications for transfer of credit. Where applications are successful, a further fee per credit point granted is charged. Information regarding fees and charges at CHC is available on the *Administrative Fees* information sheet on the CHC website.

For overseas students who are studying under the provisions of a student visa, any applicable transfer of credit fees will appear on the Written Agreement sent to you if your application is successful. These fees must be paid in full upfront when accepting your offer of admission.

For overseas students who are studying under the provisions of another type of temporary visa, any applicable transfer of credit fees will be notified through a tax invoice prior to the commencement of the first semester of study. These fees must be paid in full upfront prior to the commencement of the semester. This is a separate invoice to your tuition fee invoice.

Overseas students must apply for transfer of credit at the same time as making an application for admission to CHC in order that any credit granted is taken into consideration when determining the course end date which will appear on the eCoE certificate. This process includes the development of a personal study plan which you are required to follow so that you finish your course within the proposed length of time. Applications for transfer of credit for studies undertaken prior to application to CHC will not be accepted after you commence your studies.

Documentation required

Transfer of credit procedures involve a consideration of the documentary evidence submitted and may also involve an interview or practical test where appropriate. Depending upon the nature of the application for transfer of credit, some or all of the following documentation is required to be submitted with the *Application for Transfer of Credit* form:

- certified copy of your official academic transcript for previous courses and/or units;
- unit outlines for individual units for which transfer of credit is sought;
- for recognition of prior learning or current competence, descriptions and/or documented evidence of such learning or competencies;
- any other relevant documentation or information to support your application.

Evaluation procedures

On receipt of an application for transfer of credit, the Course Coordinator will nominate an assessor, who will normally be an instructor for the relevant unit(s). The Course Coordinator may choose to handle an application personally and may seek additional advice if it is thought necessary. The assessor will verify the application and make a judgement about the equivalence of the studies and/or experiences you are claiming.

Outcome of the evaluation

Overseas students who are studying under the provisions of a student visa will be notified of the outcome of an application for transfer of credit, including any effect on course duration, through the Written Agreement. Signing the Written Agreement signifies that you accept the outcome of your application for transfer of credit.

Overseas students who are studying under the provisions of another type of temporary visa will be notified of the outcome of an application for transfer of credit.

Should you not be satisfied with the outcome of an application for transfer of credit and wish to request a formal review of this decision, please refer to CHC Policy: *Grievance Policy for Overseas Students*.

Transferring from another provider

If you are currently in Australia on a student visa and are studying at another registered provider, there are conditions that apply if you wish to transfer your studies to CHC. These conditions are related to the length of time that you have been enrolled in your principal course. In all cases, students who wish to apply to transfer to CHC from another registered provider are subject to the minimum eligibility requirements of CHC courses.

If you have been enrolled in your principal course for more than one semester, there are no restrictions which apply to you transferring to CHC, and you may simply follow the normal application processes.

If you have been enrolled in your principal course for less than six months, there are restrictions that apply to you transferring to CHC. In this case, you must follow the normal application processes and, if successful, you will be issued with a Letter of Offer from CHC. You must present this Letter of Offer to your current provider and request a Letter of Release. This request will be subject to the policies and processes of your current provider.

If you are unsuccessful in obtaining a Letter of Release, you may wish to refer to the complaints and appeals processes offered to you by your current provider. CHC cannot proceed with your enrolment until you have been granted a Letter of Release from your current provider.

If you are successful in obtaining a Letter of Release, you must submit a certified copy of this letter to CHC, after which CHC can continue to process your application.

Please note that CHC will accept students who wish to transfer from another registered provider at the *beginning of a semester* only. Students who wish to transfer will need to make early application to allow time for the relevant processes to be completed prior to the beginning of classes for a particular semester.

Accepting an offer

You will be notified in writing of the receipt of your application.

Student visas

Overseas students who are studying under the provisions of a student visa, if successful, will receive an electronic Letter of Offer and a Written Agreement.

The electronic Letter of Offer will indicate the name and code of the course into which you are being offered admission, your CHC Student Number, the name of your Course Coordinator and any important information you should note with regard to the returning of the Written Agreement and your Orientation activities.

The electronic Letter of Offer will also contain links to pages on the CHC website which provide information concerning enrolment processes, the range of CHC services and facilities that are available to students, and various guides and publications.

You are to keep your electronic Letter of Offer for your own records.

The Written Agreement sets out important information regarding the following:

- the name and code of the course into which you are being offered admission;
- any conditions relating to your enrolment, including any transfer of credit granted and its implications for your course end date;
- an itemised list of the minimum amount of tuition fees and other fees to be paid when accepting the offer of admission;
- the CHC *Student Code of Conduct*;
- CHC Policy: *Refunds for Overseas Students*;
- CHC Policy: *Grievance Policy for Overseas Students*;
- the circumstances in which your personal information may be shared between CHC, the Australian government and other relevant authorities (this information includes personal and contact details, course enrolment details and changes, and the circumstances of any suspected breach of the conditions of your student visa); and
- the necessity for you to notify CHC of a change of address while enrolled in your course.

You are required to return the Written Agreement by the date specified in your electronic Letter of Offer to indicate your acceptance or rejection of the offer of admission.

It is necessary for you to make payment of certain fees and charges to accept the offer of admission at CHC. These are indicated in the Written Agreement and consist of a minimum amount of tuition fees, the Overseas Student Health Cover premium and transfer of credit fees (as applicable). You may choose to pay more than the minimum amount of tuition fees indicated in your Written Agreement.

Payment of fees is to be made in Australian dollars **concurrently** with the returning of the Written Agreement. Methods of payment include bank cheque or international bank draft made payable to Christian Heritage College, and electronic funds transfer, details for which are available from the CHC Business office. When *both* your Written Agreement and payment are received, your enrolment will be confirmed in writing and you will be issued with a Confirmation of Enrolment (CoE) certificate, which is required for your student visa application.

Should your application for admission be unsuccessful and you wish to request a formal review of this decision, please refer to CHC Policy: *Grievance Policy for Overseas Students*.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa, if successful, will receive an electronic Letter of Offer.

The electronic Letter of Offer will indicate the name and code of the course into which you are being offered admission, your CHC Student Number, the name of your Course Coordinator and any important dates you should note with regard to your Orientation activities. It will also contain instructions regarding how to respond to your offer, and links to pages on the CHC website which provide information concerning enrolment processes, the range of CHC services and facilities that are available to students, and various guides and publications.

You are to keep your electronic Letter of Offer for your own records.

Applying for a visa

If you do not already hold a visa that grants the right to study, you can apply for a visa after you have accepted your offer of a place at CHC.

If you are not presently in Australia, you will need to apply for a visa at an Australian Diplomatic Mission in your home country. [Office locations](#) can be obtained from the DHA website. As the visa application process can be lengthy, you should make any enquiries sufficiently early to ensure that you are able to begin your studies at CHC at the time you desire.

If you are already in Australia – for example, you may be holidaying and hold a tourist visa – you may be able to apply for an Australian visa onshore at a DHA office. If you are already in Australia on another type of visa, you may not have to apply for a student visa. Please check with DHA for the type of visa you will require to study in Australia. Alternatively, you may already hold a student visa and be studying at another registered provider in Australia. In this case, there are special conditions that apply to transferring your studies to a course at CHC (see *Transferring from another provider*).

The DHA website contains information regarding the medical, financial and other requirements which must be satisfied in order for an Australian visa to be granted. These requirements differ according to the passport held by the applicant. In general, overseas applicants must demonstrate that they possess, or have access to, sufficient financial resources to support themselves, and any family or dependants, for the duration of their course.

Student visas

To apply for a student visa, you will require:

- a Letter of Offer from CHC;
- a Confirmation of Enrolment (CoE) certificate from CHC;
- evidence of payment of Overseas Student Health Cover (OSHC);
- a medical check-up, if and as required by legislation; and
- proof of financial support, if and as required by legislation.

After your student visa has been granted, you are to provide CHC with an electronic copy, or a certified paper copy, of your visa and any other relevant documents.

Student visas generally last for the period of the course for which you are applying and are granted on the condition that you leave Australia soon after completing your studies. If you wish to stay in Australia for your graduation ceremony and your visa expires prior to that date, you can apply in Australia for a visitor class visa.

More information regarding studying in Australia and the conditions of and requirements for student visas and other types of temporary visas can be found on the [Study in Australia](http://www.studyinaustralia.gov.au) website. The process for applying to study in Australia can be depicted as follows¹⁶:



Other temporary visas

If you are applying for another type of temporary visa, you will need to contact DHA to ascertain the requirements of the particular visa.

¹⁶ Taken from the Study in Australia website at <http://www.studyinaustralia.gov.au/global/apply-to-study>

After you have been granted your visa, or if you already hold another type of temporary visa, you are to provide CHC with an electronic copy, or a certified paper copy, of your visa and any other relevant documents.

Section 14: Managing your enrolment

There are various changes to your enrolment that can occur once you have begun your studies at CHC. These changes may be initiated at your request or by CHC where grounds exist to do so and are explained below. All forms to which the following sections refer are available on the CHC website.

Contact details

It is important that CHC has up-to-date Australian residential addresses, phone numbers and email addresses for its students.

If your contact details change while you are enrolled at CHC, you should complete a *Change to Personal Details* form available on the CHC website. Contact CHC Student Administration if you require assistance.

Holders of student visas are to note that the conditions of the visa require that overseas students inform their higher education provider of any changes to their contact details.

Changing your CHC course

It is possible that, once students have commenced their studies at CHC, they wish to change their course. This may result from various factors, such as a change to or growing awareness of their interests or an inability to meet certain requirements of the original course. If you wish to enquire about changing your course, you are to consult the Registrar's Office regarding the processes involved and the implications of this action for your visa. You should also speak to the Course Coordinators of both your current and your proposed courses. Please note that restrictions apply regarding the point in a semester at which a new course may be entered.

If you wish to change your course to one which is offered by the same School as your current course, you are to submit a completed *Application to Transfer Course* form, and any supporting documentation, by the date indicated on the form.

If you wish to change your course to one which is offered by a different School to that of your current course, you are to complete a new *Application for Admission (Overseas Students)* form.

Due to the processing time involved, any such applications should be made early. If you have completed any previous non-CHC studies that you wish to have considered for transfer of credit into your new course, you must complete and submit an *Application for Transfer of Credit* form, and any supporting documentation, with your *Application to Transfer Course* form or *Application for Admission (Overseas Students)* form.

In making a decision regarding an application to change course, CHC will assess your meeting of the entry requirements for your proposed course. If it is determined that you meet these entry requirements, CHC will then consider any applications for transfer of credit, as well as any completed CHC studies, and apply them to your proposed course.

You will be advised in writing of the outcome of your application.

Should your application to change your course be denied, you are able to request a formal review of this decision. Your enrolment will be maintained in your original course of study during any such review process. If a review process finds in your favour, the process will proceed as described above. If a review process upholds CHC's original decision, you may choose to remain in your original course or to cancel your enrolment at CHC.

Student visas

For overseas students who are studying under the provisions of a student visa, if your application to change course is approved, you will be sent a new electronic Letter of Offer and Written Agreement which sets out your new course details and contains instructions regarding enrolment and unit selection in your new course.

Once you have signed and returned the new Written Agreement and paid any associated fees, CHC will issue you with a new eCoE. You should be aware that this action will affect your student visa, and that you will need to contact DHA to apply for a new student visa.

Other temporary visas

For overseas students who are studying under the provisions of another type of temporary visa, if your application to change course is approved, you will be sent a new electronic Letter of Offer which sets out your new course details and contains instructions regarding enrolment and unit selection in your new course.

Changing your unit selection

Circumstances may arise where you wish to change the units you have selected for a particular semester.

If, after the submission of a *Unit Selection* form for a particular semester you wish to change the units in which you are enrolled for that semester by **adding** and/or **dropping** units, you are to submit an *Application for Change to Unit Selection* form. This should be done in consultation with both your Course Coordinator and the CHC Registry Office to ensure that all conditions relating to your visa continue to be met.

The last day to **add** units in each semester is the end of Week 2.

There are academic and financial implications that apply if you **drop** units. These are associated with the census date of the semester. The dates and conditions that apply to dropping units are as follows:

<i>Date of dropping units</i>	<i>Semesters 1 and 2</i>	<i>Winter Semester</i>	<i>Semester 3</i>	<i>Transcript entry</i>	<i>Financial liability</i>
Prior to and including census date	Nil	Nil			
After census date to end of Week 8	After census date to end of Week 3	After census date to end of Week 6	W (Withdraw)	Full tuition fees	
End of Week 8 to end of semester	End of Week 3 to end of semester	End of Week 6 to end of semester	WF (Withdraw Fail)	Full tuition fees	

For courses that are delivered in study periods, the following arrangements apply:

<i>Date of dropping units</i>	<i>Study Periods 1-3</i>	<i>Study Periods 4-6</i>	<i>Transcript entry</i>	<i>Financial liability</i>
Prior to and including census date	Prior to and including census date	Nil	Nil	
After census date to end of Week 4	After census date to end of Week 4	W (Withdraw)	Full tuition fees	
End of Week 4 to end of semester	End of Week 4 to end of semester	WF (Withdraw Fail)	Full tuition fees	

Currently, these arrangements apply to the postgraduate Business courses only.

Deferring your studies and leave of absence

Deferral from a course (postponement of the commencement of a course) is available to overseas students who have accepted an offer of admission to CHC, while leave of absence (temporarily suspending enrolment in a course) is available to overseas students who have successfully engaged in at least one semester of study within their course. Applications to defer or for a leave of absence do not attract a fee.

Where a student is eligible, applying to defer or for a leave of absence is available prior to the census date of the semester for which the deferral or leave of absence is sought *only*. If you wish to discontinue your studies after the census date in a semester, you should apply for a suspension of your studies. There are both academic and financial conditions which apply should you wish to suspend your enrolment after the census date for a particular semester.

You may defer or take a leave of absence for whole semester periods only. The initial period of deferral or of leave of absence is one or two semesters, after which you may apply for a further period.

Periods of leave of absence contribute to time limits for course completion, and you should be aware that the granting of a period of deferral or leave of absence may have consequences for your course in terms of the sequencing and availability of units, and thus for your expected course end date.

All Library borrowing rights and access to CHC services are suspended for the period of deferral or leave of absence.

Student visas

For overseas students who are studying under the provisions of a student visa, the conditions of your visa allow you to apply to defer the commencement of your studies or to apply for a leave of absence from your studies where there are compassionate or compelling reasons to do so. These are generally circumstances which are beyond your control and which have an impact upon your course progress or wellbeing. Such grounds could include, but are not limited to:

- serious illness or injury, where a medical certificate states that you are unable to attend classes;
- bereavement of close family members such as parents or grandparents (where possible, a death certificate should be provided);
- major political upheaval or natural disaster in your home country which requires emergency travel;
- a traumatic experience, such as involvement in or witnessing of a serious accident, or witnessing or being the victim of a serious crime (these cases should be supported by police or psychologists' reports);
- CHC not being able to offer a prerequisite unit; or
- your inability to begin studying on the course commencement date due to a delay in receiving a student visa.

If you wish to apply for a deferral of the commencement of your studies or for a leave of absence from your studies, you are to contact the CHC Student Administration regarding the processes involved and the implications of this action for your visa.

You will be advised in writing of the outcome of your application.

If your application is approved, CHC will notify the Department of your transfer via PRISMS of the deferral of your enrolment or your leave of absence and any impact it has upon your expected course end date. Should your expected course end date be extended as a result of the deferral of your enrolment or your leave of absence, you will be issued with a new Confirmation of Enrolment (CoE) certificate, either prior to beginning your period of deferral or leave of absence, or upon your notifying CHC of the date of your intended return. You will also be notified of the date by which you will need to contact your Course Coordinator regarding the processes which apply to your return from the period of deferral or leave of absence.

In the event that your application is denied, you have 20 working days in which to request a formal review of this decision, as outlined in CHC Policy: *Grievance Policy for Overseas Students*. Should you choose to access these procedures, your enrolment will be maintained and CHC advises that you should remain in your classes until the process is complete. You will be advised in writing of the outcome of any review process.

Should your application be denied, either as an initial decision by CHC or as the result of a review which upholds this decision, or if you request a review of the decision but then withdraw from the process, your enrolment will continue unchanged.

In general, if you have been granted a period of deferral or leave of absence which is **28 days or longer** you are required to return to your home country, unless special circumstances exist. While it is CHC that determines your enrolment status, it is DHA that decides whether you may remain in Australia during the period of deferral or leave of absence, or if you must return home. You should contact DHA regarding whether or not you are allowed to remain in Australia throughout the period of your deferral or leave of absence.

Please note that a decision which grants you permission to defer your studies or take leave of absence such that your expected course end date is extended will affect your student visa. In this case, you will need to contact DHA to apply for a new student visa.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa who wish to apply for a deferral of the commencement of studies or for a leave of absence from your studies are to contact the CHC Student Administration regarding the processes involved and the implications of this action for your visa.

You will be advised in writing of the outcome of your application.

In the event that your application is denied, you have 20 working days in which to request a formal review of this decision, as outlined in CHC Policy: *Grievance Policy for Overseas Students*. Should you choose to access these procedures, your enrolment will be maintained and CHC advises that you should remain in your classes until the process is complete. You will be advised in writing of the outcome of any review process.

Should your application be denied, either as an initial decision by CHC or as the result of a review which upholds this decision, or if you request a review of the decision but then withdraw from the process, your enrolment will continue unchanged.

Transferring to another provider

Student visas

Overseas students who are studying under the provisions of a student visa are able to transfer their enrolment to another registered provider following the completion of six months of study in their principal course of study at their original provider. In some circumstances, transfer may be permitted prior to the completion of this period.

In the event that you wish to transfer from CHC to another registered provider, you should consult your Course Coordinator and the CHC Registrar's Office for advice concerning your student visa; should you then wish to proceed with the transfer, the following provisions apply according to whether you are seeking to transfer **after** or **prior to** the completion of six months of study.

If you wish to transfer from CHC to another registered provider **after** the completion of six months of study, you must submit an *Advice of Withdrawal* form. You should be aware that there are academic and financial implications associated with withdrawing from your course depending upon the time in the semester that you withdraw, and that certain fees and charges apply to withdrawing from your course.

Please also note that transferring providers may require that you be granted a new visa, and you should seek advice from DHA in this regard. Following the completion of these processes, CHC will notify the Department of your transfer via PRISMS and your Confirmation of Enrolment (CoE) certificate will be cancelled.

If you wish to transfer from CHC to another registered provider **prior to** the completion of one semester of study, you must provide CHC with a certified copy of a valid offer of enrolment from another registered provider and an *Advice of Withdrawal* form, after which CHC will provide you with a Letter of Release for sighting by your new provider. You should be aware that there are academic and financial implications associated with withdrawing from your course depending upon the time in the semester that you withdraw, and that certain fees and charges apply to withdrawing from your course. Please note that transferring providers may require that you be granted a new visa, and you should seek advice from DHA in this regard. Following the completion of these processes, CHC will notify the Department of your transfer via PRISMS and your Confirmation of Enrolment (CoE) certificate will be cancelled.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa are able to transfer to another provider without the requirement of completing one semester of study in their principal course of study at their original provider.

If you wish to transfer from CHC to another registered provider, you must submit an *Advice of Withdrawal* form to withdraw from your course at CHC. You should be aware that academic and financial penalties apply to withdrawing from your course depending upon the time in the semester that you withdraw, and that certain fees and charges apply to withdrawing from your course. All applications made to other providers are subject to the admission rules and policies of those providers and do not involve CHC in any capacity.

Suspending your enrolment

Under the provisions of CHC Policy: *Student Code of Conduct*, and according to the guidelines which govern the enrolment of overseas students, CHC is able to suspend an overseas student's enrolment on the grounds of misconduct.

CHC may become aware of alleged student misconduct through a range of circumstances and/or sources. Such misconduct may lead to the suspension of a student's enrolment. Depending upon the nature of the circumstances involved, this period of suspension may vary from one week to one whole compulsory study period. All Library borrowing rights and access to CHC services are revoked during the period of suspension.

Upon becoming aware of alleged student misconduct, CHC will undertake a process to determine the accuracy of the information. This process will involve least one interview with the student to whom the alleged misconduct applies, and any other measures which CHC deems to be appropriate. The student for whom suspension is proposed may be assisted by a third party at any time in the initial interview or any subsequent process.

Where CHC has determined that misconduct has occurred and that suspension of enrolment is the appropriate response, you will be notified in writing of the intention to suspend, of the period of suspension, and the reasons for this decision.

If CHC notifies you that it intends to suspend your enrolment as a result of misconduct, you may choose to accept this outcome or, alternatively, you have 20 working days in which to request a formal review of this decision, as outlined in CHC Policy: *Grievance Policy for Overseas Students*. Should you choose to access these procedures, your enrolment status will be maintained until their conclusion, at which point it will be reviewed according to the outcome of the process. However, you may or may not be offered learning opportunities during the 20 working days or any subsequent review period.

Student visas

Overseas students who are studying under the provisions of a student visa should be aware that a period of suspension may have consequences for your course in terms of the sequencing and availability of units, for the expected duration of your course and for your student visa.

Under the conditions that apply to student visas, CHC must report the suspension of a student's enrolment to the Department via PRISMS; however, CHC will not report the suspension prior to the expiration of the 20 working days in which you are able to access the provisions of CHC Policy: *Grievance Policy for Overseas Students*.

If you choose not to access the provisions of CHC Policy: *Grievance Policy for Overseas Students* and your expected course end date is not affected by the period of suspension, CHC will report the suspension to the Department via PRISMS.

If you choose not to access the provisions of CHC Policy: *Grievance Policy for Overseas Students* policy and your expected course end date is affected by the period of suspension, CHC will report the suspension to the Department via PRISMS and will create a new Confirmation of Enrolment (CoE) certificate which indicates your revised course end date. In this case, you will need to contact DHA to apply for a new student visa.

If you do choose to access CHC Policy: *Grievance Policy for Overseas Students*, the suspension of your enrolment will not be reported to the Department via PRISMS until after the conclusion of the review process, depending upon its outcome.

Should any such review process find in your favour, your enrolment will continue and no report will be made to the Department via PRISMS.

Should any such review process uphold the decision to suspend your enrolment, CHC will report the suspension to the Department via PRISMS. If your expected course end date is not affected by the period of suspension, CHC will report the suspension to the Department via PRISMS. If your expected course end date is affected by the period of suspension, CHC will report the suspension to the Department via PRISMS and will create a new Confirmation of Enrolment (CoE) certificate which indicates your revised course end date. In this case, you will need to contact DHA to apply for a new student visa.

Please note that CHC Policy: *Grievance Policy for Overseas Students* contains provision for you to access an external review process should you not be satisfied with the outcome of the internal review process. However, should you choose to access this external process, CHC may choose to notify the Department via PRISMS of its intention to suspend your enrolment prior to its completion.

Further, although CHC must generally wait until the completion of the internal review process to notify the Department via PRISMS of its intention to suspend your enrolment, should you choose to access it, provision exists for this notification to occur earlier if CHC believes that there are extenuating circumstances which relate to your welfare. Such circumstances could include, but are not limited to you:

- being missing;
- having medical concerns, severe depression or psychological issues which lead CHC to fear for your wellbeing;
- engaging or threatening to engage in behaviour that is reasonably believed to endanger yourself or others;
- being at risk of committing a criminal offence.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa should be aware that a period of suspension may have consequences for your course in terms of the sequencing and availability of units and for the expected duration of your course.

Following receipt of notice that CHC intends to suspend your enrolment as a result of misconduct, you have 20 working days in which you are able to access the provisions of CHC Policy: *Grievance Policy for Overseas Students*.

If you choose not to access the provisions of CHC Policy: *Grievance Policy for Overseas Students*, the terms of the suspension will become effective following the expiration of the 20-working day period.

If you choose to access the provisions of CHC Policy: *Grievance Policy for Overseas Students*, your enrolment status will be maintained until their conclusion, at which point it will be reviewed according to the outcome of the process.

You may or may not be offered learning opportunities during the 20-working day period or any subsequent review period.

Should any such review process find in your favour, your enrolment will continue.

Should any such review process uphold the decision to suspend your enrolment, the terms of the suspension will become effective.

Please note that CHC Policy: *Grievance Policy for Overseas Students* contains provision for you to access an external review process should you not be satisfied with the outcome of the internal review process.

Canceling your enrolment

CHC recognises that the needs of overseas students can change during their studies and that at times it may be necessary for students to withdraw from their course. This may be due to students wishing to return to their home countries – for example, due to changed family circumstances or an inability to meet the academic demands of their course – or to transfer to another registered provider to undertake a different course of study.

Also, under the guidelines which govern the enrolment of overseas students in Australia, CHC is able to cancel students' enrolment on the grounds of failing to make satisfactory course progress, or gross misconduct.

All Library borrowing rights and access to CHC services are revoked upon the cancellation of enrolment.

Cancellation initiated by students

You may choose to withdraw from your course at any time, although there are both financial and academic implications associated with this action depending upon whether it occurs prior to, or following, the census date for the semester in which you withdraw. You should also be aware that certain fees and charges apply to withdrawing from your course.

Students who request a cancellation of enrolment and whose enrolment is cancelled on or before the census date in a particular semester receive a full refund of any tuition fees paid for that semester, less a withdrawal fee, and do not suffer any academic penalty. The amount of this withdrawal fee is published in October in each preceding year and is available on the CHC website.

Students who request a cancellation of enrolment and whose enrolment is cancelled after the census date in a particular semester do not receive any refund of tuition fees paid for that semester and should be aware that academic penalties will apply depending upon the point of the semester at which the cancellation is effective.

Please note that requests for cancellation will not be processed until all outstanding monies, such as Library fines or late fees, are paid. If payment of these monies is not made on or before census date, students will be liable for their full tuition fees for that semester and no refund will be given.

Student visas

For overseas students who are studying under the provisions of a student visa, should you wish to withdraw from your course, you should first consult your Course Coordinator and the CHC Registrar's Office for advice concerning your student visa. If, after this, you wish to proceed with your withdrawal, you are to submit an *Advice of Withdrawal* form. Upon receipt of this form, CHC will notify the Department via PRISMS of your withdrawal and your Confirmation of Enrolment (CoE) certificate will be cancelled. You should contact DHA regarding the status of your student visa following your withdrawal.

You should also submit an *Advice of Withdrawal* form as part of the process associated with transferring to another registered provider.

Cancellation initiated by CHC

There are two circumstances in which CHC may initiate the cancellation of an overseas student's enrolment: failure to maintain satisfactory course progress, and gross misconduct.

Course progress

Student visas

For overseas students who are studying under the provisions of a student visa, it is a condition of your visa that you maintain satisfactory course progress. If, following the processes associated with any intervention strategies implemented by CHC, you again fail two or more units in a semester or fail the same unit for a second time, you will be deemed as failing to maintain satisfactory course progress and CHC will notify you in writing that it intends to report you to the Department via PRISMS for failing to maintain satisfactory course progress and to cancel your enrolment. The action of cancelling your enrolment in this regard will occur at the end of a compulsory study period only and will be based upon the grades awarded for the units in which you were enrolled in that period. The notice of CHC's intention to report you to the Department via PRISMS will be issued prior to the commencement of the next compulsory study period.

If CHC notifies you that it intends to cancel your enrolment, you may choose to accept this outcome or, alternatively, you have 20 working days in which to request a formal review of this decision under the provisions of CHC Policy: *Grievance Policy for Overseas Students*. Should you choose to access these procedures, your enrolment status will be maintained until their conclusion, at which point it will be reviewed according to the outcome of the process.

CHC will not report the cancellation of your enrolment to the Department via PRISMS prior to the expiration of 20 working days.

Should you choose to access CHC Policy: *Grievance Policy for Overseas Students*, the cancellation of your enrolment will not be reported until after the conclusion of the review process, depending upon its outcome. You will be advised in writing of the outcome of any review process.

Should any such review process find in your favour, your enrolment will continue.

Should any such review process uphold the decision to cancel, CHC will notify the Department via PRISMS of the cancellation of your enrolment. You should be aware that this outcome will affect your student visa, and your individual circumstances will be assessed by DHA in any decision regarding your student visa.

Please note that CHC Policy: *Grievance Policy for Overseas Students* contains provision for you to access an external review process should you not be satisfied with the outcome of the internal review process. However, should you choose to access this external process, CHC may choose to notify the Department via PRISMS of its intention to cancel your enrolment prior to its completion.

Further, although CHC must generally wait until the completion of the internal review process to notify the Department via PRISMS of its intention to cancel your enrolment, should you choose to access it, provision exists for this notification to occur earlier if CHC believes that there are extenuating circumstances which relate to your welfare. Such circumstances could include, but are not limited to you:

- being missing;
- having medical concerns, severe depression or psychological issues which lead CHC to fear for your wellbeing;
- engaging or threatening to engage in behaviour that is reasonably believed to endanger yourself or others;
- being at risk of committing a criminal offence.

Students whose enrolment is cancelled by CHC on the grounds of failing to make satisfactory course progress will not receive refunds for units for which final grades have been awarded.

Should any monies have been paid as tuition fees in advance for the following semester, these monies will be refunded following the expiration of the 20 working days within which the student may request a formal review of the decision by accessing CHC Policy: *Grievance Policy for Overseas Students*, and in accordance with CHC Policy: *Refunds for Overseas Students*. If the student chooses to access CHC Policy: *Grievance Policy for Overseas Students*, these monies will be refunded following the conclusion of the review process where the outcome is to uphold CHC's decision to cancel. In the event that the review process finds in the student's favour, the student may continue in their original course or to cancel their enrolment at CHC. If the student chooses to continue in their original course, no refunds will be available. If the student chooses to cancel their enrolment at CHC, the monies will be refunded, less a withdrawal fee, the amount of which is published in October in each preceding year and is available on the CHC website.

Other temporary visas

Overseas students who are studying under the provisions of another type of temporary visa are deemed as failing to maintain satisfactory course progress if, following the processes associated with any intervention strategies implemented by CHC, you again fail two or more units in a semester or fail the same unit for a second time. In this case, you will be deemed as failing to maintain satisfactory course progress and CHC will notify you in writing that it intends to cancel your enrolment. The action of cancelling your enrolment in this regard will occur at the end of a compulsory study period only and will be based upon the grades awarded for the units in which you were enrolled in that period. The notice of CHC's intention to cancel your enrolment will be issued prior to the commencement of the next compulsory study period.

If CHC notifies you that it intends to cancel your enrolment, you may choose to accept this outcome or, alternatively, you have 20 working days in which to request a formal review of this decision under the provisions of CHC Policy: *Grievance Policy for Overseas Students*. Should you choose to access these procedures, your enrolment status will be maintained until their conclusion, at which point it will be reviewed according to the outcome of the process.

Should you choose to access CHC Policy: *Grievance Policy for Overseas Students*, the cancellation of your enrolment will not be reported until after the conclusion of the review process, depending upon its outcome. You will be advised in writing of the outcome of any review process.

Should any such review process find in your favour, your enrolment will continue.

Should any such review process uphold the decision to cancel your enrolment, the terms of the cancellation will become effective.

Please note that CHC Policy: *Grievance Policy for Overseas Students* contains provision for you to access an external review process should you not be satisfied with the outcome of the internal review process.

Students whose enrolment is cancelled by CHC on the grounds of failing to make satisfactory course progress will not receive refunds for units for which final grades have been awarded.

Should any monies have been paid as tuition fees in advance for the following semester, these monies will be refunded following the expiration of the 20 working days within which the student may request a formal review of the decision by accessing CHC Policy: *Grievance Policy for Overseas Students*, and in accordance with CHC Policy: *Refunds for Overseas Students*. If the student chooses to access CHC Policy: *Grievance Policy for Overseas Students*, these monies will be refunded following the conclusion of the review process where the outcome is to uphold CHC's decision to cancel. In the event that the review process finds in the student's favour, the student may continue in their original course or to cancel their enrolment at CHC. If the student chooses to continue in their original course, no refunds will be available. If the student chooses to cancel their enrolment at CHC, the monies will be refunded, less a withdrawal fee, the amount of which is published in October in each preceding year and is available on the CHC website.

Misconduct

CHC may from time to time become aware of alleged gross student misconduct through a range of circumstances and/or sources. Such misconduct may lead to the cancellation of a student's enrolment. Upon becoming aware of alleged student misconduct, CHC will undertake a process to determine the accuracy of this information. This process will involve at least one interview with the student to whom the allegation of misconduct applies, and any other measures which CHC deems to be appropriate. The student for whom cancellation is proposed may be assisted by a third party at any time in the initial interview or any subsequent process.

Where CHC has determined that gross misconduct has occurred and that cancellation of enrolment is the appropriate response, the student concerned will be notified in writing of the intention to cancel, the reasons for this decision and the terms that are to apply to the cancellation of enrolment, such as the date of effect and duration of the cancellation.

Student visas

For overseas students who are studying under the provisions of a student visa, if CHC notifies you that it intends to cancel your enrolment, you may choose to accept this outcome or, alternatively, you have 20 working days in which to request a formal review of this decision under the provisions of CHC Policy: *Grievance Policy for Overseas Students*. Should you choose to access these procedures, your enrolment status will be maintained until their conclusion, at which point it will be reviewed according to the outcome of the process. However, you may or may not be offered learning opportunities during the 20 working days or any subsequent review period.

CHC will not report the cancellation of your enrolment to the Department via PRISMS prior to the expiration of 20 working days.

Should you choose to access CHC Policy: *Grievance Policy for Overseas Students*, the cancellation of your enrolment will not be reported until after the conclusion of the review process, depending upon its outcome. You will be advised in writing of the outcome of any review process.

Should any such review process find in your favour, your enrolment will continue.

Should any such review process uphold the decision to cancel, CHC will notify the Department via PRISMS of the cancellation of your enrolment. You should be aware that this outcome will affect your student visa, and your individual circumstances will be assessed by DHA in any decision regarding your student visa.

Please note that CHC Policy: *Grievance Policy for Overseas Students* contains provision for you to access an external review process should you not be satisfied with the outcome of the internal review process. However, should you choose to access this external process, CHC may choose to notify the Department via PRISMS of its intention to cancel your enrolment prior to its completion.

Further, although CHC must generally wait until the completion of the internal review process to notify the Department via PRISMS of its intention to cancel your enrolment, should you choose to access it, provision exists for this notification to occur earlier if CHC believes that there are extenuating circumstances which relate to your welfare. Such circumstances could include, but are not limited to you:

- being missing;
- having medical concerns, severe depression or psychological issues which lead CHC to fear for your wellbeing;
- engaging or threatening to engage in behaviour that is reasonably believed to endanger yourself or others;
- being at risk of committing a criminal offence.

Students whose enrolment is cancelled by CHC on the grounds of gross misconduct will not receive any refunds and will have academic penalties applied, regardless of the point in the semester at which the cancellation takes effect. A grade of 'WF (Withdraw Fail)' will be recorded on the student's academic transcript for all units in which the student is enrolled at the time of the cancellation.

If a decision is made not to provide learning opportunities to a student during the 20 working days or any subsequent review period, and the review finds in favour of the student, no refunds will be given. However, if it is impracticable for the student to complete the requirements of any units in which they are enrolled due to the reduced or withdrawn learning opportunities, the student will be permitted to undertake the specific units involved, or comparable units, in a subsequent semester and will not incur any tuition fees for those units.

Other temporary visas

For overseas students who are studying under the provisions of another type of temporary visa, if CHC notifies you that it intends to cancel your enrolment, you may choose to accept this outcome or, alternatively, you have 20 working days in which to request a formal review of this decision under the provisions of CHC Policy: *Grievance Policy for Overseas Students*. Should you choose to access these procedures, your enrolment status will be maintained until their conclusion, at which point it will be reviewed according to the outcome of the process. However, you may or may not be offered learning opportunities during the 20 working days or any subsequent review period.

You will be advised in writing of the outcome of any review process.

Should any such review process find in your favour, your enrolment will continue.

Should any such review process uphold the decision to cancel your enrolment, the terms of the cancellation will become effective.

Please note that CHC Policy: *Grievance Policy for Overseas Students* contains provision for you to access an external review process should you not be satisfied with the outcome of the internal review process.

Students whose enrolment is cancelled by CHC on the grounds of gross misconduct will not receive any refunds and will have academic penalties applied, regardless of the point in the semester at which the cancellation takes effect. A grade of 'WF (Withdraw Fail)' will be recorded on the student's academic transcript for all units in which the student is enrolled at the time of the cancellation.

If a decision is made not to provide learning opportunities to a student during the 20 working days or any subsequent review period, and the review finds in favour of the student, no refunds will be given. However, if it is impracticable for the student to complete the requirements of any units in which they are enrolled due to the reduced or withdrawn learning opportunities, the student will be permitted to undertake the specific units involved, or comparable units, in a subsequent semester and will not incur any tuition fees for those units.

Section 15: Glossary

These are terms which you will find as you read information from CHC and other higher education providers.

Award – a recognised certification of achievement that is granted to a student after completing the requirements of a higher education course (eg Master of Education).

Academic record – an official statement which details a student's complete academic record, showing courses of study, semesters enrolled, units of enrolment, exit grades awarded, grade point value and grade point average (GPA) (produced in the form of an *academic transcript*).

Advanced level unit – normally undertaken by students in the second or third years of their studies. Entry to these units usually requires the completion of introductory units. These units are usually coded as 200- or 300-level units (eg CS216 or ES480).

Associate Degree – the title for an undergraduate course (eg Associate Degree in Business) that requires the completion of 160 credit points and takes two years of study to complete, at a standard full-time enrolment rate of four units per semester.

Bachelor – the title for an undergraduate degree course (eg Bachelor of Counselling) that normally requires the completion of 240 credit points and takes three years of study to complete, at a standard full-time enrolment rate of four units per semester. The exception are the undergraduate Education courses, which require the completion of 320 credit points and take four years of study to complete, at a standard part-time enrolment rate of four units per semester.

Blue Card – issued by the Department of Justice and Attorney-General of the Queensland government and required for students whose courses involve interaction with children under 18.

Census date – the date by which you must finalise your enrolment in each semester. The census dates for each semester are advertised in Student Handbooks and on the CHC website.

CoE – an electronic Confirmation of Enrolment certificate issued to overseas applicants to confirm their enrolment in a course.

Combined degree – a combination of two undergraduate degrees taken simultaneously (eg Bachelor of Arts/Bachelor of Education). Combined degrees at CHC vary in credit point requirements and are dependent upon the combination of courses, but as a guide take a standard full-time enrolment of four years to complete.

Completion within the expected duration of study – each course at CHC has an expected duration based upon the number of credit points required for completion undertaken with a full-time study load. Overseas students are expected to complete their courses within this timeframe.

Contact hours – the number of scheduled hours which students are expected to attend class (eg lectures, tutorials, workshops).

Core units – units which must be undertaken as part of the requirements of a course. These units enable students to gain skills and knowledge which are deemed essential to the course. At CHC these vary from course to course.

Course code – a combination of letters and numbers that identifies a course of study for administrative purposes.

Course coordinator – a member of CHC academic staff who has responsibility for the management of a course within a CHC School, and to provide advice to students who are enrolled in that course.

Course (or course of study) – the complete award with which a student graduates (eg Diploma of Social Science).

Credit points – each individual unit is given a credit point value to represent the proportion of the award that each unit comprises. Units at CHC are generally 10 credit points in value. Each credit point represents one hour per week which a student should devote to that unit throughout the semester, comprising contact time, personal study time and assignment and exam preparation.

CRICOS – the Commonwealth Register of Institutions and Courses for Overseas Students. This body registers institutions and courses which are available to overseas students.

Dean – a senior member of CHC academic staff who is responsible for the management of a School at CHC.

Dean's Conference – a meeting called by a Dean in response to evidence of gross failure or academic impropriety in which a student may have to show cause why their enrolment should not be cancelled.

Deferral – to delay the commencement of study, normally for a period of six months. Approved deferrals are not included in the maximum time allowed to complete a course of study.

Degree – a recognised certification of achievement that is granted to a student after completing the requirements for a higher education course (eg Bachelor of Education).

Department (the) – the Department of Education and Training of the Australian government.

DET – the Department of Education and Training of the Queensland government.

DHA – the Department of Home Affairs of the Australian government. DHA is the body that issues student visas.

Diploma – the title for an undergraduate course (eg Diploma of Ministry) that requires the completion of 80 credit points and takes one year of study to complete, at a standard full-time enrolment rate of four units per semester.

Direct entry – Applications that are made directly to CHC.

EFTSL – an acronym for Equivalent Full-time Study Load, where an annual full-time study load in a course is expressed as 1.0.

Elective – a unit that is chosen from a range of alternative units.

Enrolment – the process whereby an applicant, having been made an offer of admission to a course, accepts the offer to study at CHC, selects the units they wish to study in the first semester of the course, pays the appropriate fees and is issued with a student number, and student card.

External/online mode – where a unit is offered off campus by distance education.

Focus area – a sequence of at least three units from a particular area of study within the Bachelor of Education (Primary).

Full-time student – a student who studies at least 75% of a standard full-time workload in a semester.

GPA – Grade Point Average, calculated by dividing the sum of grade points by the number of units.

Graduand – a student who has completed their course requirements but is yet to receive their testamur.

Graduate – a student who has completed their award and has received their testamur.

Graduate Certificate – the title for a postgraduate course (eg Graduate Certificate in Ministry) that requires the completion of 40 credit points and takes one semester of study to complete, at a standard full-time enrolment rate of four units per semester. At CHC, some Graduate Certificates are offered part-time only.

Graduate Diploma – the title for a postgraduate course (eg Graduate Diploma in Management) that requires the completion of 80 credit points and takes one year of study to complete, at a standard full-time enrolment rate of four units per semester. At CHC, some Graduate Diplomas are offered part-time only.

Grievance – a process whereby students may request a review of an academic or non-academic decision, and which can progress through of a number of stages depending upon the resolution of the issue.

Institute – the equivalent of a School (Millis Institute only).

Intensive mode – where units are taught in a compressed format rather than weekly, usually for four or five days, continuously during holiday breaks or across a number of weekends.

Internal mode – where classes are conducted on campus in face-to-face mode each week throughout the semester.

Introductory level unit – units which provide a sound knowledge of essential areas and a foundation for studies in particular majors and/or minors within a course. They are normally coded as 100-level units (eg BZ101).

Leave of absence – to temporarily suspend enrolment in a course, normally for a period of six months. Approved periods of leave are included in the maximum time allowed to complete a course of study.

Lecture – where a member of the academic staff presents to students enrolled in a particular unit the themes and concepts related to that unit.

Major – a sequence of eight units from one particular area of study within a course.

Master – the title for a postgraduate course (eg Master of Education) that requires the completion of 80, 120 or 160 credit points, depending upon whether it builds upon previous studies to deepen students' knowledge in a particular field of education, or to broadens students' knowledge into a new field of education, and takes one year, 1.5 years or 2 years to complete, at a standard full-time enrolment rate of four units per semester. At CHC, some Masters courses are offered part-time only.

Minor – a sequence of four units from one particular area of study within a course.

Miscellaneous student – a student who is enrolled in a unit(s) that does not lead to an award (eg Bachelor of Education).

Moodle™ – the online learning management system used at CHC.

OP – an acronym for 'Overall Position', which indicates a Queensland Year 12 student's state-wide rank order position that is based on the student's overall achievement.

Part-time student – a student who studies less than 75% of a standard full-time workload in a semester.

Postgraduate – a student who has an undergraduate degree and is pursuing studies for a more advanced qualification (eg Master of Education).

Primary Specialisation – a sequence of four units undertaken in a particular area of study in a Primary initial teacher education course.

QTAC – Queensland Tertiary Admissions Centre, through which applications are made for the majority of CHC undergraduate courses.

RAP – a Review of Academic Progress, whereby students liaise with a member of academic staff to identify issues that have led to a lack of academic success to devise an action plan to address these issues in the coming semester.

REP – a Review of Enrolment Process, whereby students who have undergone a RAP repeat the lack of academic success in a subsequent semester and must show cause why they should not be excluded from their course.

Satisfactory course progress – it is a condition of student visas that overseas students make satisfactory progress through their courses.

School – an academic department within CHC that offers courses in particular field of education (eg the School of Social Sciences).

Semester – the academic year is divided into two semesters. Semester 1 generally runs from February to June, and Semester 2 from July to November.

Semester 3 – a non-standard teaching period in the academic year, running between December and mid-February, which has fewer teaching weeks than Semesters 1 or 2 and in which units are available in intensive or external modes. Normally not available to commencing students.

Specialisation – a sequence of eight units from one particular area of study within a course.

Student portal – the area on the CHC website through which students access the Library catalogue, their CHC student email account, Moodle™ and IT Support.

Study load – a description of the amount of study undertaken by a student in a semester in relation to the declared duration of a particular course and is usually expressed as 'full-time' or 'part-time', or as a proportion of an EFTSL.

Study mode – the means by which a unit of study is delivered to students, which may be 'internal or 'intensive' (face-to-face classes) or 'external/online' (distance education).

Study period – for students in the MBA pathway, the academic year is divided into six study periods, with students undertaking one unit per study period delivered in a concentrated format.

Testamur – the certificate awarded to a graduate upon completion of a course of study.

TEQSA – the Tertiary Education Quality and Standards Agency of the Australian government, which regulates the higher education sector in Australia.

Transfer of credit – may be granted in recognition of prior academic work or other work identified as being of equal depth and rigour to units offered at CHC. The granting of credit reduces the number of units that must be completed to satisfy course requirements.

Tutorial – normally a forum for the consolidation of the themes and concepts introduced in a lecture and, in many cases, gives students a chance to practically apply unit content. Tutorials usually contain between 15 and 25 students and provide a context for discussion, presentation and debate.

Undergraduate – a student who studies a Diploma, Associate Degree or Bachelor degree course at a higher education institution. An undergraduate may already hold a degree but is taking a second or subsequent degree at the same level.

Unit – a component of a course that is normally one semester in length (also known in universities as a *subject* or a *course*).

Unit code – a combination of letters and numbers that identifies a unit of study for administrative purposes.

Winter Semester – a non-standard teaching period in the academic year, running between June and July, which has fewer teaching weeks than Semesters 1 or 2 and in which units are available in intensive or external modes. Normally available only to students in the accelerated track of the Bachelor of Arts in the Liberal Arts. Normally not available to commencing students.

Withdrawal – to cease enrolment in a course.

Written agreement – the document which sets out the course and enrolment details and conditions for overseas students.

Section 16: CHC Calendar 2019

The information provided below is correct at the time of publication. For up-to-date information, please check the *Calendar* on the [Documents](#) page of the CHC website.

SEMESTER 1, 2019								WINTER SEMESTER, 2019 ³		
COMMENCING	CHC WEEK	AUSTRALIA STUDIES CENTRE	POSTGRADUATE BUSINESS COURSES	BUSINESS SOCIAL SCIENCES	EDUCATION ¹	MINISTRIES	LIBERAL ARTS	COMMENCING	CHC WEEK	ALL SCHOOLS
28 January	-		SP1 Last day to add: 1 Feb					3 June	1	⊗
4 February	-		Study Period 1 begins [1]					10 June	2	*
11 February	-		SP1 census date: 11 Feb [2]					17 June	3	■
18 February	0	Arrive 19 Feb 2019S1 Orientation	[3]	2019S1 Orientation	2019S1 Orientation	2019S1 Orientation	2019S1 Orientation	24 June	4	
25 February	1		SP1 Last day to drop: 1 Mar [4]					1 July	5	
4 March	2	⊗	[5]					8 July	6	
11 March	3	CS254 trip: 16-17 Mar	Study Period 1 ends [6]					15 July		2019S1 Def/Supp exams 2019S2 Orientation
18 March	4	*	PG Bus Break SP2 Last day to add: 22 Mar							
25 March	5	✚	Study Period 2 begins [1]							
1 April	6	Outback trip: 4-7 Apr	SP2 Census date: 1 Apr [2]							
8 April	7		[3]							
15 April	8	■	SP2 Last day to drop: 18 Apr [4]			Easter Break ²				
22 April	-	②	Easter Break [5]	Easter Break	Easter Break	Easter Break ²	Easter Break			
29 April	9		Study Period 2 ends [6]							
6 May	10	④	PG Bus Break Sydney trip: 10-12 May SP3 Last day to add: 10 May			Ministry Development Week				
13 May	11		Study Period 3 begins [1]							
20 May	12		SP3 Census date: 20 May [2]							
27 May	13		[3]				Study Week			
3 June	14	Exam Week Depart 6 June: Non-STEM	SP3 Last day to drop: 6 Jun [4]	Study Week						
10 June	15		[5]	Exam Week	Study Week					
17 June	16	Depart 22 June: QUT STEM	Study Period 3 ends [6]	Exam Week	Exam Week	Study Week				

Important Dates: ⊗ Last day for adding units: 2019S1 - Friday 8 March; 2019SW - Friday, 7 June * Census date (Last day for dropping units without financial penalty): 2019S1 - Wednesday 20 March; 2019SW - Monday, 10 June

■ Last day for dropping units without academic penalty: 2019S1 - Friday 19 April; 2019SW - Friday 21 June

CHC Events: ✚ School of Ministries Graduation (2018 graduands): 31 March

Public Holidays: ① Good Friday: Friday 19 April

② Easter Monday: Monday 22 April

③ ANZAC Day: Thursday 25 April

④ Labour Day: Monday 6 May

Notes:

(1) Students in ITE courses are to consult the calendar contained in the *Education Courses Handbook* for the dates that apply to PEP units and Study/Exam Weeks depending upon the semester of enrolment in their course.

(3) The School of Ministries has a two-week Easter break. (3) 2019SW is a non-compulsory study period with a limited range of units on offer. Not available to commencing students.

SEMESTER 2, 2019								SEMESTER 3, 2019 ⁶		
COMMENCING	CHC WEEK	AUSTRALIA STUDIES CENTRE	POSTGRADUATE BUSINESS COURSES	BUSINESS SOCIAL SCIENCES	EDUCATION ⁴	MINISTRIES	LIBERAL ARTS	COMMENCING	CHC WEEK	ALL SCHOOLS
1 July	-		SP4 Last day to add: 5 July					18 November	1	
8 July	-		Study Period 4 begins [1]					25 November	2	⊗
15 July	0	Arrive 17 July 2019S2 Orientation	SP4 Census date: 15 July [2]	2019S1 Def/Supp exams 2019S2 Orientation	2 December	3				
22 July	1		[3]					9 December	4	* 2019S2 Def/Supp exams
29 July	2		SP4 Last day to drop: 2 Aug [4]					16 December	5	
5 August	3	CS254 trip: 10-11 Aug	[5]					23 December ⁷	-	⊗ Summer Break
12 August	4		Study Period 4 ends [6]					30 December ⁷	-	⊗ Summer Break
19 August	5		PG Bus Break SP5 Last day to add: 23 Aug					6 January	6	■
26 August	6		Study Period 5 begins [1]					13 January	7	
2 September	7		SP5 Census date: 2 Sep [2]					20 January	8	
9 September	8	■ Outback trip: 12-15 Sept	[3]			Ministry Development Week		27 January	9	⊗
16 September	9		SP5 Last day to drop: 20 Sep [4]					3 February	10	
23 September	10		[5]			Spring Break ⁵		10 February	11	
30 September	-	Spring Break	Study Period 5 ends [6]	Spring Break	Spring Break	Spring Break ⁵	Spring Break	17 February	12	2019S3 Exam Week
7 October	11	⊗ Sydney trip: 11-13 Oct	PG Bus Break SP6 Last day to add: 11 Oct							
14 October	12		Study Period 6 begins [1]							
21 October	13		SP6 Census date: 21 Oct [2]							
28 October	14	Exam Week Depart 31 Oct: Non-STEM	[3]	Study Week			Study Week			
4 November	15		SP6 Last day to drop: 8 Nov [4]	Exam Week	Study Week		Exam Week			
11 November	16	Depart 16 Nov: QUT STEM	[5]		Exam Week	Study Week				
18 November	-		Study Period 5 ends [6]							

Important Dates: ⊗ Last day for adding units: 2019S2 - Friday 2 August; 2019S3 - Friday 29 November * Census date (Last day for dropping units without financial penalty): 2019S2 - Thursday 15 August; 2019S3 - Monday 9 December

■ Last day for dropping units without academic penalty: 2019S2 - Friday 13 September; 2019S3 - Friday 10 January

CHC Events: 🎓 Graduation (2019 graduands - not School of Ministries): Friday 13 December

Public Holidays: Ⓜ Brisbane Exhibition: Wednesday 14 August Ⓜ Queen's Birthday: Monday 7 October Ⓜ Christmas Day: Wednesday 25 December Ⓜ Boxing Day: Thursday 26 December Ⓜ New Year's Day: Wednesday 1 January Ⓜ Australia Day: Monday 27 January

Notes:

(4) Students in ITE courses are to consult the calendar contained in the *Education Courses Handbook* for the dates that apply to PEP units and Study / Exam Weeks depending upon the semester of enrolment in their course.

(5) The School of Ministries has a two-week Spring break. (6) 2019S3 is a non-compulsory study period with a limited range of units on offer. Not available to commencing students. (7) CHC closed Monday 23 December - Friday 3 January (inclusive)

Section 17: Important dates 2019

The information provided below is correct at the time of publication. For up-to-date information, please check the *Important Dates* on the [Documents](#) page of the CHC website.

Semester 1, 2019	
Close of applications for commencing overseas students (applying from overseas)	1 November 2018
Close of applications for commencing overseas students (applying from within Australia)	14 January
Close of applications for commencing Postgraduate Business students	14 January
Unit Selection Forms – on-time submission (continuing domestic students)	18 January
Unit Selection Forms – on-time submission (commencing and continuing overseas students) ¹⁷	4 February
Close of applications for all other commencing domestic students	18 February
Orientation program for commencing overseas students (<i>compulsory</i>)	20-21 February
Orientation program for ALL commencing students	21 February
Classes commence	25 February
Last day for adding units	8 March
Last day for dropping units without financial penalty (CENSUS DATE)	20 March
Mid-semester break (School of Ministries)	15-26 April
Last day for dropping units without academic penalty	19 April
Mid-semester break (not School of Ministries)	22-26 April
On-time date for application to graduate - mid-year conferral period	1 June
Ministry Development Week (School of Ministries)	6-10 May
Semester 1, 2019 exam period	10-21 June
End of Semester 1, 2019	21 June
Semester 1, 2019 results released	8 July
Semester 1, 2019 deferred and supplementary exam period	15-19 July

CHC Events	
School of Ministries graduation ceremony (2018 graduands)	31 March

Study Period 1, 2019 (Postgraduate Business courses only)	
Last day for adding units	1 February
Classes commence	4 February
Last day for dropping units without financial penalty (CENSUS DATE)	11 February
Last day for dropping units without academic penalty	1 March
End of Study Period 1	15 March

Study Period 2, 2019 (Postgraduate Business courses only)	
Last day for adding units	22 March
Classes commence	25 March
Last day for dropping units without financial penalty (CENSUS DATE)	1 April
Last day for dropping units without academic penalty	18 April
End of Study Period 2	3 May

Study Period 3, 2019 (Postgraduate Business courses only)	
Last day for adding units	10 May
Classes commence	13 May
Last day for dropping units without financial penalty (CENSUS DATE)	20 May
Last day for dropping units without academic penalty	6 June
End of Study Period 3	21 June

Winter Semester 2019 ¹⁸	
Unit Selection Forms – on-time submission (continuing students)	13 May
Classes commence	3 June
Last day for adding units	7 June
Last day for dropping units without financial penalty (CENSUS DATE)	10 June
Last day for dropping units without academic penalty	21 June
End of Winter Semester, 2019	12 July
Winter Semester, 2019 results released	29 July

¹⁷ A late enrolment fee will be charged to overseas students who do not submit their Unit Selection forms for Semester 1, 2019 by this date.

¹⁸ Winter Semester is not available to commencing students.

Semester 2, 2019	
Close of applications for commencing overseas students (applying from overseas)	1 May
Close of applications for commencing overseas students (applying from within Australia)	10 June
Close of applications for commencing Postgraduate Business students	10 June
Unit Selection Forms – on-time submission (commencing and continuing overseas students) ¹⁹	1 July
Unit Selection Forms – on-time submission (continuing domestic students)	1 July
Close of applications for all other commencing domestic students	15 July
Orientation program for commencing overseas students (<i>compulsory</i>)	18-19 July
Orientation program for ALL commencing students	19 July
Classes commence	22 July
Last day for adding units	2 August
Last day for dropping units without financial penalty (CENSUS DATE)	15 August
On-time date for application to graduate - end-of-year conferral period	1 October
Ministry Development Week (School of Ministries)	9-12 September
Last day for dropping units without academic penalty	13 September
Mid-semester break (School of Ministries)	23 September-4 October
Mid-semester break (not School of Ministries)	30 September-4 October
Semester 2, 2019 exam period	5-15 November
End of Semester 2, 2019	15 November
Semester 2, 2019 results released	9 December
Semester 2, 2019 deferred and supplementary exam period	10-14 December

CHC Events	
CHC graduation ceremony (2019 graduands) (not School of Ministries)	14 December
CHC closed	23 December-3 January

Study Period 4, 2019 (Postgraduate Business courses only)	
Last day for adding units	5 July
Classes commence	8 July
Last day for dropping units without financial penalty (CENSUS DATE)	15 July
Last day for dropping units without academic penalty	2 August
End of Study Period 4	16 August

Study Period 5, 2019 (Postgraduate Business courses only)	
Last day for adding units	23 August
Classes commence	26 August
Last day for dropping units without financial penalty (CENSUS DATE)	2 September
Last day for dropping units without academic penalty	20 September
End of Study Period 5	4 October

Study Period 6, 2019 (Postgraduate Business courses only)	
Last day for adding units	11 October
Classes commence	14 October
Last day for dropping units without financial penalty (CENSUS DATE)	21 October
Last day for dropping units without academic penalty	8 November
End of Study Period 6	22 November

Semester 3, 2019²⁰	
Unit Selection Forms – on-time submission (continuing students)	25 October
Classes commence	18 November
Last day for adding units	30 November
Last day for dropping units without financial penalty (CENSUS DATE)	10 December
Last day for dropping units without academic penalty	10 January 2020
End of Semester 3, 2019	21 February 2020
Semester 3, 2019 results released	9 March 2020

¹⁹ A late enrolment fee will be charged to overseas students who do not submit their Unit Selection forms for Semester 2, 2019 by this date.

²⁰ Semester 3 is not available to commencing students.